



# DAVE YOST

OHIO ATTORNEY GENERAL

Human Resources  
Office 614-466-8911  
Fax 614-728-7582

June 4, 2019

Michael Trout

via Hand Delivery

**Re: Notice of Administrative Leave and Investigation**

Dear Mr. Trout:

This correspondence is to notify you that pursuant to ORC 124.388 you are being placed on Administrative Leave effective today, June 4, 2019, and are the subject of an investigation into allegations of misconduct.

Such actions, if substantiated, would rise to the level of serious violations of the AGO's Policies and Procedures and BCI Directives.

The investigation has been assigned to outside counsel to conduct the investigation and they will arrange your investigatory interview. This interview is part of an official investigation and failure to answer questions completely and accurately may lead to disciplinary action, up to and including termination. You are not to discuss the investigation with anyone except an authorized representative until you have been notified of a final outcome of this investigation.

Your rights and responsibilities are outlined further in detail in the Attorney General's Office Policies and Procedures.

Sincerely,

Meredith L. Rockwell  
Chief of Human Resources and Labor Counsel  
Office of Ohio Attorney General Dave Yost

cc: Heinz von Eckartsberg, Assistant Superintendent of BCI  
Personnel File

## Employee Evaluation

<b>Employee Name:</b> Michael D Trout		<b>Employee ID:</b> [REDACTED]	<b>Deadline:</b> 07/27/2018
<b>Classification/Working Title:</b> BCI & I Special Agent Supervisor 1	<b>Position Status:</b> Exempt	<b>Rating Period</b> From 07/01/2017 To 06/30/2018	
<b>Section/Unit:</b> BCI	<b>Evaluation Form:</b> Protective Services	<b>Evaluation Type:</b>	
<b>Supervisor/Rater:</b> Benjamin Suver	<b>Is the employee a manager / supervisor?</b> Yes	<input type="checkbox"/> Mid-Probation <input type="checkbox"/> Final Probation <input type="checkbox"/> Goal Only <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Special <input type="checkbox"/> Periodic	

PERFORMANCE DIMENSION	DEFINITION	RATING
Communication	Demonstrates tact and diplomacy; employs effective verbal, non-verbal and written communication skills; convey accurate and appropriate information in a clear and concise manner; understands written and verbal instructions and asks questions when appropriate; maintains necessary confidentiality.	<input type="checkbox"/> Exceeds <input checked="" type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
Dealing with Demanding Situations	Demonstrates control of self and others under trying circumstances	<input checked="" type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
Directing/Coordinating Behavior of Others	Describes and explains activities; directs and instructs individuals to accomplish tasks; ensures well-being of individuals within scope of responsibility	<input checked="" type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable

PERFORMANCE DIMENSION	DEFINITION	RATING
Job Knowledge	Applies knowledge effectively to job duties; maintains proficiency and updates job knowledge; understand relevant policies, procedures, and regulations; knows theoretical, practical and routine aspects of job as applicable; stays familiar with functions of section; brings innovative ideas to the attention of others.	<input checked="" type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
Problem Solving/Decision Making	Identifies issues and problems; collects relevant information; determines alternative solutions; aggressively pursues justice within the authority of the Attorney General's Office and the framework of the law; demonstrates sound judgment	<input checked="" type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
Quality	Completes work in an accurate, neat, well-organized and thorough manner; requires minimal review; produces error-free work on most occasions.	<input type="checkbox"/> Exceeds <input checked="" type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable



PERFORMANCE DIMENSION	DEFINITION	RATING
Quantity	Consistently generates amount of work expected; minimizes time lost in non-productive activities.	<input type="checkbox"/> Exceeds <input checked="" type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
Team Effort/Cooperation	Works with others to solve problems; seeks and accepts input; provides objective feedback; contributes to group efforts; establishes and/or maintains positive working relationships with others.	<input checked="" type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
Timeliness	Accomplishes required work on schedule; prioritizes assignments appropriately; manages concurrent assignments; manages time effectively; pursues work with a sense of urgency	<input type="checkbox"/> Exceeds <input checked="" type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable

**COMMENTS**

See below.

# MANAGEMENT PERFORMANCE DIMENSIONS

PERFORMANCE DIMENSION	DEFINITION	RATING
Attorney General Mission Compliance	Understands the mission, goals, and objectives of the Attorney General's Office and/or Section; advances ideas and priorities that leverage the unique role and authority of the office; reinforces, supports, and pursues the attainment of agency goals and objectives; pursues opportunities to improve and expand the office's services to Ohioans; provides a positive influence in pursuit of program objectives	<input type="checkbox"/> Exceeds <input checked="" type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
Planning, Scheduling, and Prioritizing	Organizes and plans personnel work assignments; performs job tasks efficiently and in a timely manner; manages operating costs; develops both long-range and short-range plans for work unit; delegates work effectively; prioritizes, coordinates, and monitors employee tasks to ensure work completion; minimizes time lost in non-productive activity	<input type="checkbox"/> Exceeds <input checked="" type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
Problem Solving/Decision Making	Makes recommendations and/or reviews suggestions from staff regarding resolution of issues and problems; determines and/or approves alternative courses of actions; employs sound judgment to arrive at prudent conclusions; communicates decisions to appropriate individuals and/or personnel; implements and/or oversees implementation of solutions on a timely basis; monitors effectiveness of solutions and makes changes as needed	<input checked="" type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable

PERFORMANCE DIMENSION	DEFINITION	RATING
Staff Development	Works to increase employee skills and capabilities; encourages career growth and training opportunities; ensures adherence to affirmative action plan and procedures; communicates employee areas for improvement and provides resources to properly complete work	<input type="checkbox"/> Exceeds <input checked="" type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable

Staff Management	Manages personnel issues; enforces policies, procedures, and work rules; communicates with and evaluates employees objectively on a regular basis; promotes fair and appropriate treatment regardless of sex, race, religion, age, color, national origin, handicap, or sexual orientation; takes disciplinary measures when necessary; promotes a good relationship between labor and management; maintains high ethical standard for self and employees	<input checked="" type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
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#### COMMENTS

SAS Michael Trout continues to seek out ways of improving his supervisor abilities, as well as ways of increasing his squads productivity and effectiveness. Mike is a true professional that cares deeply about his responsibilities as a BCI supervisor and he has made great strides during this reporting period in becoming a better leader. Mike has also found new internal training opportunities for his unit in an effort to improve investigative outcomes.

Goal Achievement for Current Evaluation Period		
GOAL	RATING	EXPLANATION/DOCUMENTATION
Communications	<input type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input checked="" type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable	Ongoing and doing well.
Complete OPOTA First Line Supervisor Course	<input type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input checked="" type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable	Course is on a future date.
Obtain Expert Knowledge in areas related to SIU	<input type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input checked="" type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable	Ongoing.

Staff Development	<input type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input checked="" type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable	Ongoing.
To attend Nationally Accredited Training Courses	<input type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input checked="" type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable	Ongoing.

New Goals		
GOAL	Action Steps	Measurement
Staff Development	Encourage the developmental growth of my staff in new areas of investigations.	See individual progress.
To attend Nationally Accredited Training Courses	To enroll and be selected to attend Nationally Accredited Training Courses.	The successful completion of the Nationally Accredited Training.

OVERALL RATING			
<input checked="" type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet			
<b>RATER</b>	<b>Rater Name:</b> Benjamin Suver <span style="float: right;"><b>Date Signed:</b> August 10, 2018</span>		
	<b>Comments</b> Thanks Mike!		
<b>REVIEWER</b>	<b>Reviewer Name:</b> Karen Huey <span style="float: right;"><b>Date Signed:</b> September 10, 2018</span>		
	<b>Comments</b> Mike, Thank you for all of your hard work!		
<b>EMPLOYEE</b>	I understand that this evaluation will be placed in my permanent personnel file. <b>My initials will act as my signature and do not indicate agreement with the evaluation.</b>		
	<input checked="" type="checkbox"/> I have read the evaluation and would not like to respond. <input type="checkbox"/> I have read the evaluation and would like to respond. (Shown On Next Page)		
	<b>Employee Name:</b> Michael Trout		
	<b>Date Signed:</b> September 11, 2018	<b>Employee Signed Initials:</b> mdt	
<b>APPOINTING AUTHORITY</b>	<b>Mike DeWine/KCM</b>		
	September 27, 2018 <div style="text-align: right; margin-top: 20px;">  </div>		





### Employee Evaluation

<b>Employee Name:</b> Michael D Trout		<b>Employee ID:</b> [REDACTED]	<b>Deadline:</b> 10/12/2017
<b>Classification/Working Title:</b> BCI & I Special Agent Supervisor 1	<b>Position Status:</b> Exempt	<b>Rating Period</b> From 07/12/2017 To 10/12/2017	
<b>Section/Unit:</b> BCI	<b>Evaluation Form:</b> Protective Services	<b>Evaluation Type:</b>	
<b>Supervisor/Rater:</b> Benjamin Suver	<b>Is the employee a manager / supervisor?</b> Yes	<input type="checkbox"/> Mid-Probation <input checked="" type="checkbox"/> Final Probation <input type="checkbox"/> Goal Only <input type="checkbox"/> Annual <input type="checkbox"/> Special <input type="checkbox"/> Periodic	

PERFORMANCE DIMENSION	DEFINITION	RATING
Communication	Demonstrates tact and diplomacy; employs effective verbal, non-verbal and written communication skills; convey accurate and appropriate information in a clear and concise manner; understands written and verbal instructions and asks questions when appropriate; maintains necessary confidentiality.	<input type="checkbox"/> Exceeds <input checked="" type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
Dealing with Demanding Situations	Demonstrates control of self and others under trying circumstances	<input checked="" type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
Directing/Coordinating Behavior of Others	Describes and explains activities; directs and instructs individuals to accomplish tasks; ensures well-being of individuals within scope of responsibility	<input type="checkbox"/> Exceeds <input checked="" type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable

<b>Job Knowledge</b>	Applies knowledge effectively to job duties; maintains proficiency and updates job knowledge; understand relevant policies, procedures, and regulations; knows theoretical, practical and routine aspects of job as applicable; stays familiar with functions of section; brings innovative ideas to the attention of others.	<input type="checkbox"/> Exceeds <input checked="" type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
<b>Problem Solving/Decision Making</b>	Identifies issues and problems; collects relevant information; determines alternative solutions; aggressively pursues justice within the authority of the Attorney General's Office and the framework of the law; demonstrates sound judgment	<input type="checkbox"/> Exceeds <input checked="" type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
<b>Quality</b>	Completes work in an accurate, neat, well-organized and thorough manner; requires minimal review; produces error-free work on most occasions.	<input checked="" type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable

Quantity	Consistently generates amount of work expected; minimizes time lost in non-productive activities.	<input type="checkbox"/> Exceeds <input checked="" type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
Team Effort/Cooperation	Works with others to solve problems; seeks and accepts input; provides objective feedback; contributes to group efforts; establishes and/or maintains positive working relationships with others.	<input type="checkbox"/> Exceeds <input checked="" type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
Timeliness	Accomplishes required work on schedule; prioritizes assignments appropriately; manages concurrent assignments; manages time effectively; pursues work with a sense of urgency	<input type="checkbox"/> Exceeds <input checked="" type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
<b>COMMENTS</b> See below comments.		

# MANAGEMENT PERFORMANCE DIMENSIONS

PERFORMANCE DIMENSION	DEFINITION	RATING
Attorney General Mission Compliance	Understands the mission, goals, and objectives of the Attorney General's Office and/or Section; advances ideas and priorities that leverage the unique role and authority of the office; reinforces, supports, and pursues the attainment of agency goals and objectives; pursues opportunities to improve and expand the office's services to Ohioans; provides a positive influence in pursuit of program objectives	<input checked="" type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
Planning, Scheduling, and Prioritizing	Organizes and plans personnel work assignments; performs job tasks efficiently and in a timely manner; manages operating costs; develops both long-range and short-range plans for work unit; delegates work effectively; prioritizes, coordinates, and monitors employee tasks to ensure work completion; minimizes time lost in non-productive activity	<input checked="" type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
Problem Solving/Decision Making	Makes recommendations and/or reviews suggestions from staff regarding resolution of issues and problems; determines and/or approves alternative courses of actions; employs sound judgment to arrive at prudent conclusions; communicates decisions to appropriate individuals and/or personnel; implements and/or oversees implementation of solutions on a timely basis; monitors effectiveness of solutions and makes changes as needed	<input type="checkbox"/> Exceeds <input checked="" type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable

<b>Staff Development</b>	Works to increase employee skills and capabilities; encourages career growth and training opportunities; ensures adherence to affirmative action plan and procedures; communicates employee areas for improvement and provides resources to properly complete work	<input type="checkbox"/> Exceeds <input checked="" type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
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#### COMMENTS

Special Agent Supervisor (SAS) Michael Trout has shown substantial progress during this reporting period while handling very difficult unit assignments in the areas of homicide and officer involved shooting investigations. SAS Trout understands the basics of supervision but acknowledges the steep learning curve this position encompasses. SAS Trout also seeks the opinions and advice of other managers in an effort to improve his understanding and mastery of the job. Most importantly, SAS Trout has self identified his own deficiencies in supervision and sought ways to improve in these areas.

Goal Achievement for Current Evaluation Period		
GOAL	RATING	EXPLANATION/DOCUMENTATION
To attend Nationally Accredited Training Courses	<input type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input checked="" type="checkbox"/> Not Applicable	N/A
Obtain Expert Knowledge in areas related to SIU	<input type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input checked="" type="checkbox"/> Not Applicable	N/A

New Goals		
GOAL	Action Steps	Measurement
Complete OPOTA First Line Supervisor Course	Register and complete	Certificate



OVERALL RATING			
<input type="checkbox"/> Exceeds	<input checked="" type="checkbox"/> Meets	<input type="checkbox"/> Partially Meets	<input type="checkbox"/> Does Not Meet

<b>RATER</b>	<div style="display: flex; justify-content: space-between;"> <div> <b>Rater Name:</b> Benjamin Suver </div> <div> <b>Date Signed:</b> November 20, 2017 </div> </div> <div style="margin-top: 10px;"> <div style="display: flex; justify-content: space-between;"> <div> Keep up the good work Mike! </div> <div> <b>Comments</b> </div> </div> </div>
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<b>REVIEWER</b>	<div style="display: flex; justify-content: space-between;"> <div> <b>Reviewer Name:</b> Karen Huey </div> <div> <b>Date Signed:</b> November 20, 2017 </div> </div> <div style="margin-top: 10px;"> <div style="display: flex; justify-content: space-between;"> <div> Thanks for your hard work! </div> <div> <b>Comments</b> </div> </div> </div>
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<b>EMPLOYEE</b>	<p>I understand that this evaluation will be placed in my permanent personnel file. <b>My initials will act as my signature and do not indicate agreement with the evaluation.</b></p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div> <input checked="" type="checkbox"/> I have read the evaluation and would not like to respond. </div> <div> <input type="checkbox"/> I have read the evaluation and would like to respond. (Shown On Next Page) </div> </div> <div style="margin-top: 10px;"> <div style="display: flex; justify-content: space-between;"> <div> <b>Employee Name:</b> Michael Trout </div> <div> <b>Date Signed:</b> November 27, 2017 </div> <div> <b>Employee Signed Initials:</b> mdt </div> </div> </div>
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<b>APPOINTING AUTHORITY</b>	<div style="display: flex; justify-content: space-between;"> <div> <b>Mike DeWine/KCM</b> </div> <div style="text-align: right;">  </div> </div> <div style="margin-top: 10px;"> <div style="display: flex; justify-content: space-between;"> <div> November 27, 2017 </div> </div> </div>
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### Employee Evaluation

<b>Employee Name:</b> Michael D Trout		<b>Employee ID:</b> [REDACTED]	<b>Deadline:</b> 07/14/2017
<b>Classification/Working Title:</b> BCI & I Special Agent Supervisor 1	<b>Position Status:</b> Exempt	<b>Rating Period</b> From 04/17/2017 To 07/17/2017	
<b>Section/Unit:</b> BCI	<b>Evaluation Form:</b> Protective Services	<b>Evaluation Type:</b>	
<b>Supervisor/Rater:</b> Benjamin Suver	<b>Is the employee a manager / supervisor?</b> Yes	<input checked="" type="checkbox"/> Mid-Probation <input type="checkbox"/> Final Probation <input type="checkbox"/> Goal Only <input type="checkbox"/> Annual <input type="checkbox"/> Special <input type="checkbox"/> Periodic	

PERFORMANCE DIMENSION	DEFINITION	RATING
Communication	Demonstrates tact and diplomacy; employs effective verbal, non-verbal and written communication skills; convey accurate and appropriate information in a clear and concise manner; understands written and verbal instructions and asks questions when appropriate; maintains necessary confidentiality.	<input type="checkbox"/> Exceeds <input checked="" type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
Dealing with Demanding Situations	Demonstrates control of self and others under trying circumstances	<input type="checkbox"/> Exceeds <input checked="" type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
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<b>Problem Solving/Decision Making</b>	Identifies issues and problems; collects relevant information; determines alternative solutions; aggressively pursues justice within the authority of the Attorney General's Office and the framework of the law; demonstrates sound judgment	<input type="checkbox"/> Exceeds <input checked="" type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
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<b>Quantity</b>	Consistently generates amount of work expected; minimizes time lost in non-productive activities.	<input type="checkbox"/> Exceeds <input checked="" type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
<b>Team Effort/Cooperation</b>	Works with others to solve problems; seeks and accepts input; provides objective feedback; contributes to group efforts; establishes and/or maintains positive working relationships with others.	<input type="checkbox"/> Exceeds <input checked="" type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
<b>Timeliness</b>	Accomplishes required work on schedule; prioritizes assignments appropriately; manages concurrent assignments; manages time effectively; pursues work with a sense of urgency	<input type="checkbox"/> Exceeds <input checked="" type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
<b>COMMENTS</b> See below comments.		

# MANAGEMENT PERFORMANCE DIMENSIONS

PERFORMANCE DIMENSION	DEFINITION	RATING
Attorney General Mission Compliance	Understands the mission, goals, and objectives of the Attorney General's Office and/or Section; advances ideas and priorities that leverage the unique role and authority of the office; reinforces, supports, and pursues the attainment of agency goals and objectives; pursues opportunities to improve and expand the office's services to Ohioans; provides a positive influence in pursuit of program objectives	<input type="checkbox"/> Exceeds <input checked="" type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
Planning, Scheduling, and Prioritizing	Organizes and plans personnel work assignments; performs job tasks efficiently and in a timely manner; manages operating costs; develops both long-range and short-range plans for work unit; delegates work effectively; prioritizes, coordinates, and monitors employee tasks to ensure work completion; minimizes time lost in non-productive activity	<input checked="" type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
Problem Solving/Decision Making	Makes recommendations and/or reviews suggestions from staff regarding resolution of issues and problems; determines and/or approves alternative courses of actions; employs sound judgment to arrive at prudent conclusions; communicates decisions to appropriate individuals and/or personnel; implements and/or oversees implementation of solutions on a timely basis; monitors effectiveness of solutions and makes changes as needed	<input type="checkbox"/> Exceeds <input checked="" type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable

<b>Staff Development</b>	Works to increase employee skills and capabilities; encourages career growth and training opportunities; ensures adherence to affirmative action plan and procedures; communicates employee areas for improvement and provides resources to properly complete work	<input type="checkbox"/> Exceeds <input checked="" type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
<b>Staff Management</b>	Manages personnel issues; enforces policies, procedures, and work rules; communicates with and evaluates employees objectively on a regular basis; promotes fair and appropriate treatment regardless of sex, race, religion, age, color, national origin, handicap, or sexual orientation; takes disciplinary measures when necessary; promotes a good relationship between labor and management; maintains high ethical standard for self and employees	<input type="checkbox"/> Exceeds <input checked="" type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable

#### COMMENTS

Special Agent Supervisor (SAS) Michael Trout has progressed nicely under very trying circumstances involving the Pike County Homicide Investigation. SAS Trout understands the basics of supervision but acknowledges the steep learning curve this position encompasses. SAS Trout also seeks the opinions and advice of other managers in an effort to improve his understanding and mastery of the job.

Goal Achievement for Current Evaluation Period		
GOAL	RATING	EXPLANATION/DOCUMENTATION



New Goals		
GOAL	Action Steps	Measurement

**OVERALL RATING**☐ Exceeds☒ Meets☐ Partially Meets☐ Does Not Meet**RATER****Rater Name:** Benjamin Suver**Date Signed:** August 29, 2017**Comments**

Good work Mike!

**REVIEWER****Reviewer Name:** Karen Huey**Date Signed:** November 17, 2017**Comments**

Thank you for your hard work and dedication.

**EMPLOYEE**

I understand that this evaluation will be placed in my permanent personnel file. **My initials will act as my signature and do not indicate agreement with the evaluation.**

☒ I have read the evaluation and would not like to respond.☐ I have read the evaluation and would like to respond. (Shown On Next Page)**Employee Name:** Michael Trout**Date Signed:** November 20, 2017**Employee Signed Initials:** MDT**APPOINTING  
AUTHORITY****Mike DeWine/KCM**

November 20, 2017

*Michael DeWine* 



## Personnel Actions Request

PAR #	0000209535																
<b>Agency</b>						<b>Division or Institution</b>						<b>HQ County</b>					
From:	AGO461500						BCI Investigations South						Athens				
To:	AGO461500						BCI Investigations South						Athens				
<b>EMPL ID</b>				<b>Last Name</b>				<b>First Name</b>				<b>MI</b>					
[REDACTED]				TROUT				MICHAEL				D					
<b>OAKS Action</b>										<b>OAKS Reason</b>							
PRO - Promotion										PRO - Promotion							
<b>Comments</b>																	
<b>Effective Date</b>			<b>Last Day Worked</b>			<b>Position Number</b>		<b>Dept ID</b>	<b>Union Code</b>	<b>Barg Unit</b>	<b>BU Flag</b>	<b>Perm or Temp</b>	<b>Full or Part-Time</b>	<b>Cert Status</b>			
MO	DA	YR	MO	DA	YR	From:	20075125	AGO461500	P46	46	9	Permanent	Full-Time	A: Permanent			
4	16	2017				To:	20003469	AGO461500	EX	47	9	Permanent	Full-Time	A: Permanent			
<b>Job Code Title</b>								<b>Job Code</b>		<b>Grade</b>		<b>Step</b>		<b>TOTAL RATE</b>			
From:	BCI Special Agent							26131		032		9		38.65			
To:	BCI Special Agent Supervisor							26135		015		4		40.23			
From:		<b>Base Rate</b>		<b>Comp Rate</b>		<b>Change Amount</b>				<b>Change Percent</b>				<b>Converted Comp Rate</b>			
		LN4648		2.19		0.18				0.00				2.19			
		NAHRLY		36.46		0.00				0.00				36.46			
To:		<b>Base Rate</b>		<b>Comp Rate</b>		<b>Change Amount</b>				<b>Change Percent</b>				<b>Converted Comp Rate</b>			
		LN468X		2.28		0.00				0.00				2.28			
		NAHRLY		37.95		0.00				0.00				37.95			
<b>STD HRS (OAKS)</b>						<b>FLSA Status</b>				<b>Empl Class (Retmt)</b>				<b>Officer Code</b>			



## Personnel Actions Request

40	Overtime Exempt	PERS	None
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Initiator Name	Entered Date/Time
GARBER,STACY J	2017-04-17T11:11:03-04:00

Approver Role	Approved By	Date/Time Stamp
EPARAPPROVERLEVEL1	ROSSI,BETH M	2017-04-17T12:07:00-04:00
EPAR DECENTRAL AGENCY	GARBER,STACY J	2017-04-17T14:43:17-04:00



# MIKE DEWINE

★ OHIO ATTORNEY GENERAL ★

Human Resources  
Office 614-466-8911  
Fax 614-728-7582

30 East Broad Street, 16<sup>th</sup> Floor  
Columbus, Ohio 43215  
[www.OhioAttorneyGeneral.gov](http://www.OhioAttorneyGeneral.gov)

April 5, 2017

Michael Trout  


Dear Mr. Trout:

We are pleased to extend an offer of promotion to you within the Attorney General's Office as a BCI Special Agent Supervisor within the BCI Section, Special Investigations Unit, Athens office. The hourly wage for this position is \$41.75 (base \$37.95 plus longevity \$3.80).

Your offer is contingent upon the successful completion of a drug test. Kindly contact the Human Resources Section at (614) 466-8911 to schedule. While we do not anticipate any problems, if the drug test discloses any irregularities or issues, we will not be able to continue our offer of promotion within the Attorney General's Office.

Kindly notify us within three days if you accept this offer and if you have any questions, please feel free to contact Stacy Garber in our Human Resources Section at 614-387-0680.

Sincerely,

Kathleen C. Madden  
Director of Human Resources  
Office of Ohio Attorney General Mike DeWine

cc: Karen Huey, Assistant Superintendent of BCI  
Benjamin Suver, Special Agent-In-Charge



# Ohio Civil Service Application for State and County Agencies

GEN-4268 (REVISED 06/15)

The State of Ohio Is an Equal Opportunity Employer and provider of ADA services.

POSITION: <b>SPECIAL AGENT SUPERVISOR</b>	AGENCY: <b>BCI</b>	POSITION NUMBER:
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Please submit one application per position or examination to the address indicated on the job posting or examination announcement. Copies are acceptable. Applications lacking sufficient information will not be processed. Please ensure your application is received or postmarked by the closing date, as required by the hiring agency. Please be sure to complete the entire application. Also note that, once submitted to a governmental agency, this completed form will be subject to all applicable public records laws.

PLEASE TYPE OR PRINT IN INK

NAME: (Last, First, Middle) <b>TROUT, MICHAEL DAVID</b>		DATE OF BIRTH - Year Not Required Month <b>01</b> Day <b>03</b>
ADDRESS: (Street, City, State, ZIP Code) [REDACTED]		
HOME PHONE: [REDACTED]	ALTERNATE PHONE: [REDACTED]	E-MAIL ADDRESS: <b>MICHAEL.TROUT@OHIOATTORNEYGENERAL.GOV</b>
DRIVER'S LICENSE: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No STATE: <b>OHIO</b> CLASS: <b>OPERATOR</b>		LEGAL RIGHT TO WORK IN THE U.S.: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## PREFERENCES

PREFERRED SALARY: <b>N/A</b>	ARE YOU WILLING TO RELOCATE? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR? <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Temporary	TYPES OF WORK YOU WILL ACCEPT: <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
SHIFTS YOU WILL ACCEPT: <input checked="" type="checkbox"/> Day <input checked="" type="checkbox"/> Evening <input checked="" type="checkbox"/> Night <input checked="" type="checkbox"/> Rotating <input checked="" type="checkbox"/> Weekends <input checked="" type="checkbox"/> On Call (as needed)	

## EDUCATION

HIGH SCHOOL NAME: <b>ALEXANDER High School</b>	LOCATION: (City, State) <b>ALBANY / OH</b>	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
CHECK YEAR COMPLETED: <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input checked="" type="checkbox"/> 12	OBTAINED GED? <input type="checkbox"/> Yes <input type="checkbox"/> No <b>N/A</b>	
SCHOOL NAME: (College/University) <b>OHIO UNIVERSITY</b>	LOCATION: (City, State) <b>ATHENS / OH</b>	
CHECK YEAR COMPLETED: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input checked="" type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	MAJOR: <b>SOCIOLOGY</b>
DEGREE RECEIVED: <b>B.S.</b>	NUMBER OF QUARTER/SEMESTER HOURS COMPLETED: <b>N/A</b>	
SCHOOL NAME: (College/University) <b>OHIO UNIVERSITY</b>	LOCATION: (City, State) <b>ATHENS / OH</b>	
CHECK YEAR COMPLETED: <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	MAJOR: <b>PUBLIC ADMINISTRATION</b>
DEGREE RECEIVED: <b>MA</b>	NUMBER OF QUARTER/SEMESTER HOURS COMPLETED:	
SCHOOL NAME: (College/University) <b>N/A</b>	LOCATION: (City, State)	
CHECK YEAR COMPLETED: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6	DID YOU GRADUATE? <input type="checkbox"/> Yes <input type="checkbox"/> No	MAJOR:
DEGREE RECEIVED:		NUMBER OF QUARTER/SEMESTER HOURS COMPLETED:

# EMPLOYMENT HISTORY

Please list your work experience beginning with your most recent employment. Military experience and volunteer work may also be included as employment. **NOTE:** To be considered for employment, you must fill in the information below, accurately and completely. You may submit a resume **in addition** to completing this section. If applying for a civil service examination, only the information provided below will be considered. A resume may not be used. **If you need additional space, attach extra sheets to this application.**

DATES: From: 08/1994 To: 02/2015		EMPLOYER: OHIO UNIVERSITY	POSITION TITLE: POLICE OFFICER
ADDRESS: (Street, City, ZIP Code) 135 SCOTT QUAD Athens, OH 45701			
COMPANY URL: WWW.OHIO.EDU	PHONE NUMBER: 740-593-1911		SUPERVISOR: LT. CHARIS JOHNSON
HOURS PER WEEK: 40	SALARY: UNK.		MAY WE CONTACT THIS EMPLOYER: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
DUTIES: ROAD PATROL ; INVESTIGATIONS			

REASON FOR LEAVING:

NEW JOB

DATES: From: 02/2005 To: 12/2007		EMPLOYER: HGO - HEALTH CARE FRAUD	POSITION TITLE: SPECIAL AGENT
ADDRESS: (Street, City, ZIP Code) 150 E. GAY ST. COLUMBUS, OH 43215			
COMPANY URL:	PHONE NUMBER: 614-466-0722		SUPERVISOR: STEVE WOZNIAK
HOURS PER WEEK: 40	SALARY: UNK.		MAY WE CONTACT THIS EMPLOYER: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
DUTIES: INVESTIGATIONS, TESTIFY IN COURT, CASE MANAGEMENT			

REASON FOR LEAVING:

NEW JOB

DATES: From: 12/2007 To: PRESENT		EMPLOYER: HGO - BCI	POSITION TITLE: SPECIAL AGENT
ADDRESS: (Street, City, ZIP Code) P.O. Box 365 London, OH.			
COMPANY URL:	PHONE NUMBER: 614-419-6944		SUPERVISOR: BEN SILVER
HOURS PER WEEK: 40+	SALARY: \$38.65		MAY WE CONTACT THIS EMPLOYER: <input type="checkbox"/> Yes <input type="checkbox"/> No
DUTIES: INVESTIGATIONS, TESTIFY IN COURT, CASE MANAGEMENT			

REASON FOR LEAVING:

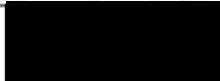
N/A

EMPLOYMENT HISTORY (Continued)		
<b>DATES:</b> From: _____ To: _____	<b>EMPLOYER:</b> _____	<b>POSITION TITLE:</b> _____
<b>ADDRESS:</b> (Street, City, ZIP Code) _____		
<b>COMPANY URL:</b> _____	<b>PHONE NUMBER:</b> _____	<b>SUPERVISOR:</b> _____
<b>HOURS PER WEEK:</b> _____	<b>SALARY:</b> _____	<b>MAY WE CONTACT THIS EMPLOYER:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>DUTIES:</b> _____		
<b>REASON FOR LEAVING:</b> _____		
<b>DATES:</b> From: _____ To: _____	<b>EMPLOYER:</b> _____	<b>POSITION TITLE:</b> _____
<b>ADDRESS:</b> (Street, City, ZIP Code) _____		
<b>COMPANY URL:</b> _____	<b>PHONE NUMBER:</b> _____	<b>SUPERVISOR:</b> _____
<b>HOURS PER WEEK:</b> _____	<b>SALARY:</b> _____	<b>MAY WE CONTACT THIS EMPLOYER:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>DUTIES:</b> _____		
<b>REASON FOR LEAVING:</b> _____		
<b>CERTIFICATES AND LICENSES</b>		
<b>TYPE:</b> _____		
<b>LICENSE NUMBER:</b> _____	<b>ISSUING AGENCY:</b> _____	
<b>TYPE:</b> _____		
<b>LICENSE NUMBER:</b> _____	<b>ISSUING AGENCY:</b> _____	
<b>SKILLS</b>		
<b>OFFICE SKILLS:</b> Typing Speed: _____ Data Entry Speed: _____		
<b>COMPUTER SKILLS:</b> _____		
<b>OTHER SKILLS:</b> _____		
<b>LANGUAGE(S):</b> _____		



The purpose of questions 1-9 is to obtain information relevant to employment with the State of Ohio.  
Responses to these questions are required.

1. Please indicate your county of residence.



2. Summary of Qualifications - In the area below, briefly describe the experience, education, training and other factors that qualify you for the position or examination for which you are applying. Refer to the Minimum Qualifications and any position-specific qualifications posted for this position or examination. If you need additional space, attach an extra sheet to this application.

- PEACE OFFICER CERTIFICATION
- B.S. SOCIOLOGY
- M.A. PUBLIC ADMINISTRATION

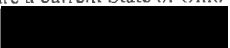
3. Please list below the specific course work areas at the high school level or beyond relevant to the position or examination for which you are applying. Also indicate the number of courses you have successfully completed in each area. Note: A transcript may not be substituted for this section, although you may be required to submit a transcript.

- PEACE OFFICER CERTIFICATION - OHIO STATE HIGHWAY PATROL
- B.S. SOCIOLOGY
- M.A. PUBLIC ADMINISTRATION > OHIO UNIVERSITY

4. Are you a current State of Ohio employee?

- ☒ Yes, I'm a permanent employee
- ☐ Yes, I'm an interim or intermittent employee
- ☐ Yes, I'm a temporary, seasonal or project employee
- ☐ Yes, I'm a fixed term or established term employee
- ☐ No, I'm not a State of Ohio employee

5. If you are a current State of Ohio employee, please provide your eight (8) digit, OAKS ID number. If you are not a current State of Ohio employee, please type N/A.



6. If you are not a current State of Ohio employee, have you ever been employed by the State of Ohio? (If you are a current State of Ohio employee, please select N/A.) ☐ Yes ☐ No ☒ N/A

7. If you were previously employed by the State of Ohio, please choose one of the following:

- ☐ Employment ended prior to 12-01-2004.
- ☐ Employment ended on or after 12-02-2004.
- ☐ N/A - Not previously employed by the State of Ohio or current state employee.

N/A CURRENT EMPLOYMENT  
w/ STATE OF OHIO SINCE 1990

8. If you were previously employed by the State of Ohio, have you ever plead guilty of been convicted of a misdemeanor, for violation of Ohio Revised Code 1347.15 (H)(1) and/or (H)(2) - Access rules for confidential personal information?

- ☐ Yes
- ☒ No
- ☐ N/A

9. How did you learn about this employment opportunity?

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> careers.ohio.gov   | <input type="checkbox"/> Facebook           | <input type="checkbox"/> Trade Journal                   |
| <input type="checkbox"/> GovernmentJobs.com | <input type="checkbox"/> Twitter            | <input type="checkbox"/> Career/Recruitment Fair         |
| <input type="checkbox"/> Indeed.com         | <input type="checkbox"/> LinkedIn           | <input type="checkbox"/> State of Ohio Employee Referral |
| <input type="checkbox"/> Other Job Board    | <input type="checkbox"/> Other Social Media |  |

• IN HOUSE JOB POSTING

### CERTIFICATION

I certify that the answers I have made to all of the questions in this application are true and complete to the best of my knowledge. I understand that if this application is not completed in its entirety, it will not be processed and I will be automatically disqualified. I understand that I am responsible for the correctness of this application. I also understand that a background check may be required prior to employment and that, in accordance with the Drug-Free Workplace Program, drug testing may be required. I waive all provisions of law forbidding colleges or universities which I attended, or past employers, from disclosing any information which they acquired relevant to my employment. I consent that they may disclose such information to the Human Resources Division, Ohio Department of Administrative Services, and/or the agency that holds the vacancy for which I am applying and to appropriate officials for recruitment purposes. I understand that any offer of employment is conditional upon proof of legal authorization to work in the United States as required by the Immigration Reform and Control Act.

Signature of Applicant:

Date:

04/12/2017

# POSITION DESCRIPTION

AG. JY/DEPT ID 055-000/AGO461400

TROUT, MICHAEL

DIVISION OR INSTITUTION  
ATTORNEY GENERAL

UNIT OR OFFICE  
BCI - INVESTIGATIONS

COUNTY OF EMPLOYMENT  
ATHENS

POSITION NUMBER  
20003469

JOB TITLE  
BCI SPECIAL AGENT SUPERVISOR

JOB CODE  
26135

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐  
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION  
SPECIAL AGENT SUPERVISOR

POSITION NO. AND JOB TITLE OF IMMEDIATE SUPERVISOR  
20081488 SPECIAL AGENT-IN-CHARGE (ADMIN STAFF)

☒ Permanent  
☐ Temporary  
☐ Intermittent

☒ Classified  
☐ Unclassified

Overtime: ☒ Eligible  
☐ Exempt  
If FLSA Exempt, exemption type:

☒ Filled  
☐ Vacant

Bargaining Unit  
46 FOP  
Page 1 of 1

NORMAL WORKING HOURS (Explain unusual or rotating shift):  
FROM: 8:00 AM TO: 5:00 PM or as section needs arise

## JOB DESCRIPTION

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
65	Responsible for overall supervision of agents who are involved in conducting investigations in both overt & covert posture (e.g., investigations involving major drug traffickers statewide & also organized crime activities to include environmental & hazardous waste investigations, extortion, public corruption, prostitution, theft, gambling, financial & cyber-crimes, all phases of crime scene investigations such as robbery, burglary, homicide, auto theft, rape & bank robbery) as assigned; review investigative reports to insure completeness prior to court; complete performance evaluations of subordinates, make recommendations of firing, retention, suspension, promotions, transfers; administer disciplinary actions; conduct or assist in internal affairs investigations; authorize leave, overtime, confidential fund expenditures, investigative case plans, work schedules & raid plans of subordinates.	<b>Knowledge of:</b> criminal investigation; agency, state &/or federal statutes, rules, regulations & procedures applicable to crimes &/or violations under investigation; Attorney General Standard Operating Procedures* & BCI&I Directives*; case preparation; criminal evidence & procedures; behavioral or social science (e.g., psychology, sociology, criminology); physical or biological science (e.g., chemistry, physics); interviewing; public relations; employee training & development; supervisory principles/techniques; management; written communication (e.g., English composition & grammar, technical writing, business communication); oral communication (e.g., speech). <b>Skill in:</b> operation & use of pistol, shotgun, metal detector, tape recorder, two-way radio. <b>Ability to:</b> define problems, collect data, establish facts & draw valid conclusions; prepare meaningful concise & accurate records; interpret extensive variety of technical material in books, manuals & journals; maintain accurate records; handle sensitive inquiries from & contacts with officials & general public.
15	Responsible for evaluating & forwarding of all criminal intelligence information for the purpose of target selection & strategic & tactical planning; recommends policy change when necessary; assists in manpower requirements.	
20	Serves as liaison to all levels of law enforcement to include local, county, state & federal: delivers speeches; confers with prosecuting attorneys regarding cases; instructs in both basic & advanced police training classes; plans & coordinates periodic training for subordinates; responsible for interpretation of criminal laws; assists in initiating procedures & formulating policy; maintains proficiency in firearms & self defense; may perform bargaining unit work for reasons of emergency or operational requirements (e.g., background investigations, assist law enforcement agencies with &/or during investigation & interviewing).	

\*Developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF APPOINTING  
AUTHORITY OR DESIGNEE

DATE

4/16/17

*Michael Trout*



### Employee Evaluation

<b>Employee Name:</b> Michael D Trout		<b>Employee ID:</b> [REDACTED]	<b>Deadline:</b> 11/30/2015
<b>Classification/Working Title:</b> BCI & I Special Agent	<b>Position Status:</b> Bargaining Unit 46		<b>Rating Period</b> From 07/01/2014 To 10/20/2016
<b>Section/Unit:</b> BCI	<b>Evaluation Form:</b> Protective Services		
<b>Supervisor/Rater:</b> Donald Fitch	<b>Is the employee a manager / supervisor?</b> No		<b>Evaluation Type:</b> <input type="checkbox"/> Mid-Probation <input type="checkbox"/> Final Probation <input type="checkbox"/> Goal Only <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Special <input type="checkbox"/> Periodic

PERFORMANCE DIMENSION	DEFINITION	RATING
Communication	Demonstrates tact and diplomacy; employs effective verbal, non-verbal and written communication skills; convey accurate and appropriate information in a clear and concise manner; understands written and verbal instructions and asks questions when appropriate; maintains necessary confidentiality.	<input type="checkbox"/> Exceeds <input checked="" type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
Dealing with Demanding Situations	Demonstrates control of self and others under trying circumstances	<input checked="" type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
Directing/Coordinating Behavior of Others	Describes and explains activities; directs and instructs individuals to accomplish tasks; ensures well-being of individuals within scope of responsibility	<input checked="" type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable

<b>Job Knowledge</b>	Applies knowledge effectively to job duties; maintains proficiency and updates job knowledge; understand relevant policies, procedures, and regulations; knows theoretical, practical and routine aspects of job as applicable; stays familiar with functions of section; brings innovative ideas to the attention of others.	<input checked="" type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
<b>Problem Solving/Decision Making</b>	Identifies issues and problems; collects relevant information; determines alternative solutions; aggressively pursues justice within the authority of the Attorney General's Office and the framework of the law; demonstrates sound judgment	<input checked="" type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
<b>Quality</b>	Completes work in an accurate, neat, well-organized and thorough manner; requires minimal review; produces error-free work on most occasions.	<input checked="" type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable

<b>Quantity</b>	Consistently generates amount of work expected; minimizes time lost in non-productive activities.	<input type="checkbox"/> Exceeds <input checked="" type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
<b>Team Effort/Cooperation</b>	Works with others to solve problems; seeks and accepts input; provides objective feedback; contributes to group efforts; establishes and/or maintains positive working relationships with others.	<input checked="" type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
<b>Timeliness</b>	Accomplishes required work on schedule; prioritizes assignments appropriately; manages concurrent assignments; manages time effectively; pursues work with a sense of urgency	<input checked="" type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable

**COMMENTS**

Mike does a good job maintaining a full caseload. He completes his work in a timely manner and maintains his case files properly.

Goal Achievement for Current Evaluation Period		
GOAL	RATING	EXPLANATION/DOCUMENTATION
Continue as a leader in SIU	<input checked="" type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable	Mike is a Senior Special Agent and a veteran in SE SIU, he is good at sharing new ideals and concepts with his co-workers. Mike also often assumes a supervisory role in SE SIU while I'm off work and does a great job.
Obtain Expert Knowledge in areas related to SIU	<input type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input checked="" type="checkbox"/> Not Applicable	Due to budget restraints at BCI, Mike has not had the opportunity to attend any Nationally Accredited training courses during the evaluation period.

New Goals		
GOAL	Action Steps	Measurement
To attend Nationally Accredited Training Courses	To enroll and be selected to attend Nationally Accredited Training Courses.	The successful completion of the Nationally Accredited Training.
Leadership	<p>To continue to be a leader in SE SIU by offering newer Special Agents advice and consulting with co-workers on high profile investigations.</p> <p>Continue to assume the Supervisory responsibilities in my absence.</p>	The observation of Mike working with co-workers offering advice and taking a leadership role within SE SIU.



<b>RATER</b>	<b>Rater Name:</b> Donald Fitch		<b>Date Signed:</b> October 20, 2016
	<b>Comments</b>		
	Special Agent Mike Trout is very valuable to SE SIU. He provides leadership, knowledge and does quality work. He is a talented investigator that is very committed to successfully investigating his cases.		


  

<b>REVIEWER</b>	<b>Reviewer Name:</b> Benjamin Suver		<b>Date Signed:</b> October 25, 2016
	<b>Comments</b>		
	Outstanding job Mike!		

<b>EMPLOYEE</b>	I understand that this evaluation will be placed in my permanent personnel file. <b>My initials will act as my signature and do not indicate agreement with the evaluation.</b>		
	<input checked="" type="checkbox"/> I have read the evaluation and would not like to respond. <input type="checkbox"/> I have read the evaluation and would like to respond. (Shown On Next Page)		
	<b>Employee Name:</b> Michael Trout		
	<b>Date Signed:</b> October 25, 2016	<b>Employee Signed Initials:</b> MDT	

<b>APPOINTING AUTHORITY</b>	<b>Mike DeWine/KCM</b>		
	December 29, 2016 		

## POSITION DESCRIPTION

TROUT, MICHAEL

UNIT OR OFFICE  
BCI - INVESTIGATIONS SOUTH

COUNTY OF EMPLOYMENT  
MADISON

POSITION NUMBER  
20075125

☐ Reclassification☐ New Position

☐ Update

Position Hyperlinked to ☐

### Agency Organizational Tree

POSITION NO. AND JOB TITLE OF IMMEDIATE SUPERVISOR  
20003462 ASSISTANT SUPERINTENDENT (ADMIN STAFF)

<input checked="" type="checkbox"/>	Permanent
<input type="checkbox"/>	Temporary
<input type="checkbox"/>	Intermittent

☒ Classified

☐ Unclassified

Overtime: ☒ Eligible  
☐ Exempt  
 If FLSA Exempt, exemption type:

- ☒ Filled
- ☐ Vacant

Bargaining Unit  
46 FOP  
Page 1 of 1

NORMAL WORKING HOURS (Explain unusual or rotating shift):  
FROM: 8:00 AM TO: 5:00 PM or as section needs arise

## JOB DESCRIPTION

%	Job Duties in Order of Importance
85	Under general supervision, serves as case agent in conducting criminal felony investigations in narcotics & organized crime to include both overt & covert investigations as requested by law enforcement agencies; independently investigates homicides, rapes, aggravated assault, environmental enforcement cases & cases involving specialized investigations or services; etc.; assumes total case responsibility for collection & preservation of evidence; locates & interviews witnesses, suspects & other knowledgeable persons; prepares & submits investigative reports for administrative or court actions; assists in making arrests, takes confessions; reviews reports of assisting agents; checks technical evidence for court submission; confers with prosecuting attorneys & testifies in court.
10	Serves as liaison to & works in cooperation with all other levels of law enforcement agencies, universities, communities & surroundings: delivers speeches to specialized audiences &/or general public on crime awareness & prevention; maintains skill in firearms & self-defense; collects, evaluates & forwards criminal intelligence information.
5	Serves as instructor for special agent & police officer training in specialized areas to include homicide, crime search investigation, rape investigation, evidence collection, controlled drugs, gambling & environmental investigations.
	Must maintain OPOTC certification & firearms qualification.

## Knowledge, Skills & Abilities

**Knowledge of:** criminal investigations; agency, state & federal statutes, rules, regulations & procedures applicable to crimes &/or violations under investigation\*; case preparation\*; criminal evidence & procedure\*; behavioral or social science (i.e., psychology, sociology, criminology); physical or biological science (e.g., chemistry, physics); written communication (e.g., English composition & grammar, technical writing, business communication); oral communication (e.g. speech); interviewing; public relations; employee training & development. **Skill in:** use & operation of firearms (e.g. .38 caliber 2 ½ inch barreled revolver, 40 caliber semi-automatic, shotgun); metal detector, two-way radio; recording devices; camera\*. **Ability to:** define problems, collect data, establish facts & draw valid conclusions; maintain accurate records; prepare meaningful, concise & accurate reports; gather, collate & classify information about people, places or things; handle sensitive inquiries from & contact with officials & general public; deal with problems involving several variables in familiar context; prepare & deliver speeches before specialized audiences & general public; cooperate with co-workers on group projects.

\*Developed after employment

List Position Numbers &amp; Job Titles of Positions Directly Supervised:

SIGNATURE OF APPOINTING  
AUTHORITY OR DESIGNEE

AUTHORITY FOR DESIGNER  
*Rashleen C. Madden*

DATE \_\_\_\_\_

8/12/14

### Employee Evaluation

<b>Employee Name:</b> Michael D Trout		<b>Employee ID:</b> [REDACTED]	<b>Deadline:</b> 07/18/2014
<b>Classification/Working Title:</b> BCI & I Special Agent	<b>Position Status:</b> Bargaining Unit 46		<b>Rating Period</b> From 07/01/2013 To 06/30/2014
<b>Section/Unit:</b> BCI	<b>Evaluation Form:</b> Protective Services		
<b>Supervisor/Rater:</b> Donald Fitch	<b>Is the employee a manager / supervisor?</b> No		<b>Evaluation Type:</b> <input type="checkbox"/> Mid-Probation <input type="checkbox"/> Final Probation <input type="checkbox"/> Goal Only <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Special

PERFORMANCE DIMENSION	DEFINITION	RATING
Communication	Demonstrates tact and diplomacy; employs effective verbal, non-verbal and written communication skills; convey accurate and appropriate information in a clear and concise manner; understands written and verbal instructions and asks questions when appropriate; maintains necessary confidentiality.	<input type="checkbox"/> Exceeds <input checked="" type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
Dealing with Demanding Situations	Demonstrates control of self and others under trying circumstances	<input checked="" type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
Directing/Coordinating Behavior of Others	Describes and explains activities; directs and instructs individuals to accomplish tasks; ensures well-being of individuals within scope of responsibility	<input checked="" type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable

<b>Job Knowledge</b>	Applies knowledge effectively to job duties; maintains proficiency and updates job knowledge; understand relevant policies, procedures, and regulations; knows theoretical, practical and routine aspects of job as applicable; stays familiar with functions of section; brings innovative ideas to the attention of others.	<input checked="" type="checkbox"/> <b>Exceeds</b> <input type="checkbox"/> <b>Meets</b> <input type="checkbox"/> <b>Partially Meets</b> <input type="checkbox"/> <b>Does Not Meet</b> <input type="checkbox"/> <b>Not Applicable</b>
<b>Problem Solving/Decision Making</b>	Identifies issues and problems; collects relevant information; determines alternative solutions; aggressively pursues justice within the authority of the Attorney General's Office and the framework of the law; demonstrates sound judgment	<input checked="" type="checkbox"/> <b>Exceeds</b> <input type="checkbox"/> <b>Meets</b> <input type="checkbox"/> <b>Partially Meets</b> <input type="checkbox"/> <b>Does Not Meet</b> <input type="checkbox"/> <b>Not Applicable</b>
<b>Quality</b>	Completes work in an accurate, neat, well-organized and thorough manner; requires minimal review; produces error-free work on most occasions.	<input checked="" type="checkbox"/> <b>Exceeds</b> <input type="checkbox"/> <b>Meets</b> <input type="checkbox"/> <b>Partially Meets</b> <input type="checkbox"/> <b>Does Not Meet</b> <input type="checkbox"/> <b>Not Applicable</b>

<b>Quantity</b>	Consistently generates amount of work expected; minimizes time lost in non-productive activities.	<input checked="" type="checkbox"/> <b>Exceeds</b> <input type="checkbox"/> <b>Meets</b> <input type="checkbox"/> <b>Partially Meets</b> <input type="checkbox"/> <b>Does Not Meet</b> <input type="checkbox"/> <b>Not Applicable</b>
<b>Team Effort/Cooperation</b>	Works with others to solve problems; seeks and accepts input; provides objective feedback; contributes to group efforts; establishes and/or maintains positive working relationships with others.	<input checked="" type="checkbox"/> <b>Exceeds</b> <input type="checkbox"/> <b>Meets</b> <input type="checkbox"/> <b>Partially Meets</b> <input type="checkbox"/> <b>Does Not Meet</b> <input type="checkbox"/> <b>Not Applicable</b>
<b>Timeliness</b>	Accomplishes required work on schedule; prioritizes assignments appropriately; manages concurrent assignments; manages time effectively; pursues work with a sense of urgency	<input checked="" type="checkbox"/> <b>Exceeds</b> <input type="checkbox"/> <b>Meets</b> <input type="checkbox"/> <b>Partially Meets</b> <input type="checkbox"/> <b>Does Not Meet</b> <input type="checkbox"/> <b>Not Applicable</b>

#### COMMENTS

Mike is a Senior Special Agent assigned to the SE Special Investigative Unit (SIU) He demonstrates a great work ethic, professionalism, and leadership. He successfully completes his investigations and assignments in a superior fashion and plays a vital role in SE SIU.

Mike serves as a Field Training Agent to newly hired Special Agents and is frequently assigned to "Acting Special Agent Supervisor" when I'm on vacation.

Goal Achievement for Current Evaluation Period		
GOAL	RATING	EXPLANATION/DOCUMENTATION
Be a Leader in SE SIU	<input checked="" type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable	<p>Mike has successfully served as a Field Training Agent during this evaluation period.</p> <p>He continues to serve as a mentor to fellow Special Agents and has taken a leadership role in SIU.</p>
Research and suggest new and valuable training courses for SIU Agents.	<input checked="" type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable	<p>Mike has offered input and researched training needs and equipment for himself and other SIU Special Agents.</p>

New Goals		
GOAL	Action Steps	Measurement
Obtain Expert Knowledge in areas related to SIU	To enroll in Nationally Accredited Courses of training.	The successful completion of Nationally Accredited Courses.
Continue as a leader in SIU	To continue to offer advice to fellow Special Agents and grow as a veteran leader in SIU.	By witnessing Special Agents consulting with Mike on cases and making constructive suggestions.



<b>RATER</b>	<b>Rater Name:</b> Donald Fitch	<b>Date Signed:</b> June 25, 2014
	<b>Comments</b> Mike is an extremely valuable employee and represents BCI in a professional manner. Mike has a great work ethic and dedicated to performing his job duties. He completes all his task in a timely manner and is always avialble when requested.	

<b>REVIEWER</b>	<b>Reviewer Name:</b> Fredrick Moore	<b>Date Signed:</b> June 25, 2014
	<b>Comments</b> Mike, you worked a lot of high profile cases this past year and excelled at all of them. Good job. Thank You.	

<b>EMPLOYEE</b>	I understand that this evaluation will be placed in my permanent personnel file. <b>My initials will act as my signature and do not indicate agreement with the evaluation.</b>	
	<input checked="" type="checkbox"/> I have read the evaluation and would not like to respond. <input type="checkbox"/> I have read the evaluation and would like to respond. (Shown On Next Page)	
	<b>Employee Name:</b> Michael Trout	<b>Employee Signed Initials:</b> MDT
	<b>Date Signed:</b> June 25, 2014	

<b>APPOINTING AUTHORITY</b>	<b>Mike DeWine/KCM</b>	
	June 26, 2014	

## Employee Evaluation

**Employee Name:** Michael D Trout

**Employee ID:**  
[REDACTED]

**Deadline:**  
07/19/2013

**Classification/Working Title:**  
BCI & I Special Agent

**Position Status:**  
Bargaining Unit 46

**Rating Period**

From 07/01/2012 To 06/30/2013

**Section/Unit:**  
BCI

**Evaluation Form:**  
Protective Services

**Evaluation Type:**

**Supervisor/Rater:**  
Donald Fitch

**Is the employee a manager / supervisor?**  
No

☐ Mid-Probation

☐ Final Probation

☒ Annual

☐ Special

PERFORMANCE DIMENSION	DEFINITION	RATING
Communication	Demonstrates tact and diplomacy; employs effective verbal, non-verbal and written communication skills; convey accurate and appropriate information in a clear and concise manner; understands written and verbal instructions and asks questions when appropriate; maintains necessary confidentiality.	<input checked="" type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
Dealing with Demanding Situations	Demonstrates control of self and others under trying circumstances	<input type="checkbox"/> Exceeds <input checked="" type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
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<b>Job Knowledge</b>	Applies knowledge effectively to job duties; maintains proficiency and updates job knowledge; understand relevant policies, procedures, and regulations; knows theoretical, practical and routine aspects of job as applicable; stays familiar with functions of section; brings innovative ideas to the attention of others.	<input checked="" type="checkbox"/> <b>Exceeds</b> <input type="checkbox"/> <b>Meets</b> <input type="checkbox"/> <b>Partially Meets</b> <input type="checkbox"/> <b>Does Not Meet</b> <input type="checkbox"/> <b>Not Applicable</b>
<b>Problem Solving/Decision Making</b>	Identifies issues and problems; collects relevant information; determines alternative solutions; aggressively pursues justice within the authority of the Attorney General's Office and the framework of the law; demonstrates sound judgment	<input checked="" type="checkbox"/> <b>Exceeds</b> <input type="checkbox"/> <b>Meets</b> <input type="checkbox"/> <b>Partially Meets</b> <input type="checkbox"/> <b>Does Not Meet</b> <input type="checkbox"/> <b>Not Applicable</b>
<b>Quality</b>	Completes work in an accurate, neat, well-organized and thorough manner; requires minimal review; produces error-free work on most occasions.	<input checked="" type="checkbox"/> <b>Exceeds</b> <input type="checkbox"/> <b>Meets</b> <input type="checkbox"/> <b>Partially Meets</b> <input type="checkbox"/> <b>Does Not Meet</b> <input type="checkbox"/> <b>Not Applicable</b>

<b>Quantity</b>	Consistently generates amount of work expected; minimizes time lost in non-productive activities.	<input checked="" type="checkbox"/> <b>Exceeds</b> <input type="checkbox"/> <b>Meets</b> <input type="checkbox"/> <b>Partially Meets</b> <input type="checkbox"/> <b>Does Not Meet</b> <input type="checkbox"/> <b>Not Applicable</b>
<b>Team Effort/Cooperation</b>	Works with others to solve problems; seeks and accepts input; provides objective feedback; contributes to group efforts; establishes and/or maintains positive working relationships with others.	<input checked="" type="checkbox"/> <b>Exceeds</b> <input type="checkbox"/> <b>Meets</b> <input type="checkbox"/> <b>Partially Meets</b> <input type="checkbox"/> <b>Does Not Meet</b> <input type="checkbox"/> <b>Not Applicable</b>
<b>Timeliness</b>	Accomplishes required work on schedule; prioritizes assignments appropriately; manages concurrent assignments; manages time effectively; pursues work with a sense of urgency	<input checked="" type="checkbox"/> <b>Exceeds</b> <input type="checkbox"/> <b>Meets</b> <input type="checkbox"/> <b>Partially Meets</b> <input type="checkbox"/> <b>Does Not Meet</b> <input type="checkbox"/> <b>Not Applicable</b>

#### COMMENTS

Special Agent Mike Trout does a very good job in all aspects of his duties. He is a valuable member of the SE Special Investigations Unit (SIU).

**Goal Achievement for Current Evaluation Period**

**GOAL**

**RATING**

**EXPLANATION/DOCUMENTATION**

To enhance his knowledge and skills in the area of Special Investigations Unit.

- ☒ **Exceeds**
- ☐ **Meets**
- ☐ **Partially Meets**
- ☐ **Does Not Meet**
- ☐ **Not Applicable**

SA Mike Trout has successfully completed specialized training and continues to maintain a challenging case load.

To continue to work as a leader and innovative thinker in the Special Investigations Unit by offering new innovative ideas on special investigation techniques.

- ☐ **Exceeds**
- ☒ **Meets**
- ☐ **Partially Meets**
- ☐ **Does Not Meet**
- ☐ **Not Applicable**

SA Mike Trout serves as a mentor to fellow SIU Special Agents.

**New Goals**

**GOAL**

**Action Steps**

**Measurement**

Research and suggest new and valuable training courses for SIU Agents.

Review training course manuals and courses offered.  
Make a determination if any SIU Agent would benefit from the training.

Communicate new training opportunities to Supervisor.

Be a Leader in SE SIU

Continue to offer constructive suggestions to SIU Special Agents and Supervisor.  
Accept the role of a Senior Special Agent in SIU and continue to serve as a mentor.

Communicated suggestions to Supervisor.

Observation of leadership within Special Investigations.

**RATER**

**Comments**

SA Mike Trout demonstrates effective decision making skills and is an innovative thinker.

**Rater Name:**

Donald Fitch

**Date Signed:**

June 26, 2013

**REVIEWER**

**Comments**

Keep up the good work Mike....

**Reviewer Name:**

Fredrick Moore

**Date Signed:**

June 26, 2013

**EMPLOYEE**

I understand that this evaluation will be placed in my permanent personnel file. **My initials will act as my signature and do not indicate agreement with the evaluation.**

☒ I have read the evaluation and would not like to respond.

☐ I have read the evaluation and would like to respond. (Shown On Next Page)

**Employee Name:** Michael Trout

**Date Signed:** June 28, 2013

**Employee Signed Initials:** MDT

**APPOINTING  
AUTHORITY**

Mike DeWine/KCM

July 12, 2013

Michael DeWine 



# Employee Evaluation

[Reset Form](#)
[Print Form](#)

Employee Name: Last First M.I.  
 Trout Michael D

Employee ID:

Evaluation Deadline:

Jun 29, 2012

Classification/Working Title:

Special Agent

Position Status:

Bargaining Unit 46

Rating Period: From To  
 Jul 1, 2012 Jun 18, 2012

Section/Unit:

BCI

Evaluation Form:

Professional/Para-Professional

Evaluation Type:

☐ Mid-Probation ☐ Final Probation  
☒ Annual ☐ Special

Supervisor/Rater Name:

D. Scott Fitch

Is the employee a manager / supervisor?

No

## RATER INSTRUCTIONS

- A. Review the position description, previous years goals and the last performance evaluation form for the employee. Also consider the following:
  - Work product files
  - Observations of job performance
  - Significant job-related incidents
  - Job related observations of others who work closely with the employee, including appropriate supervisors or managers
  - Employee's evaluation of their own work (if obtained)
  - Professional goals the employee would like to accomplish over the next rating period
  - Recognize accomplishments and good work
- B. Complete the performance evaluation form
  - Mark an "X" for each appropriate rating
  - Provide written rater comments that are work related statements to justify ratings
  - If employee does not meet expectations on specific competencies, comments documenting performance are required
- C. Rate the employees on goal accomplishments & provide written comments on how employee performed on goals.
- D. Performance Improvement Plan for:
  - Exempt Employees: Rate the employee on overall performance. If the employee receives "Partially Meets" or "Does Not Meet" expectations on this rating, a performance improvement plan is required
  - Union Employees: Refer to the union contract
- E. Hold the performance review conference with the employee to go over ratings and to mutually establish goals for the next review period.
  - Provide strict privacy; put the employee at ease; encourage employee input in discussion of performance
  - Go over each competency and goal with the employee recognizing both good work, areas of improvement, and expectations
  - Mutually establish goals for the upcoming year
- F. Make any revisions to the evaluation based on performance review conference with the employee and sign the evaluation form as the rater.
- G. Forward the form to the reviewer for comment and signature
  - Ensure the rater complied with all of the above instructions; return any incomplete forms to the rater for completion
  - Add any work related comments and sign the evaluation
- H. Forward evaluation to the employee for review and signature
  - Check the box indicating if you have attached a statement and sign the evaluation
  - Save a copy for your records and return the evaluation to the rater
- I. Forward the completed Performance Review to Human Resources for the appointing authority signature.

PERFORMANCE DIMENSIONS	DEFINITION	RATING	
Job Knowledge	Applies knowledge effectively to job duties; maintains proficiency and updates job knowledge; understands relevant policies, procedures and regulations; knows theoretical, practical, and routine aspects of present job as applicable; stays familiar with functions of section; brings innovative ideas to attention of others	<input checked="" type="radio"/> Exceeds <input type="radio"/> Meets <input type="radio"/> Partially Meets <input type="radio"/> Does Not Meet <input type="radio"/> Not Applicable	
Problem Solving / Decision Making	Identifies issues and problems; collects relevant information; determines alternative solutions	<input type="radio"/> Exceeds <input checked="" type="radio"/> Meets <input type="radio"/> Partially Meets <input type="radio"/> Does Not Meet <input type="radio"/> Not Applicable	
Communication	Demonstrates tact and diplomacy; employs effective verbal, non-verbal, and written communication skills; conveys accurate and appropriate information in a clear and concise manner; understands written and verbal instructions and asks questions when appropriate; maintains necessary confidentiality	<input type="radio"/> Exceeds <input checked="" type="radio"/> Meets <input type="radio"/> Partially Meets <input type="radio"/> Does Not Meet <input type="radio"/> Not Applicable	
Judgment	Makes logical decisions based on relevant information; deals with sensitive issues appropriately; understands when issues need to be elevated and follows steps to properly notify appropriate personnel	<input checked="" type="radio"/> Exceeds <input type="radio"/> Meets <input type="radio"/> Partially Meets <input type="radio"/> Does Not Meet <input type="radio"/> Not Applicable	
Team Effort / Cooperation	Works with others to solve problems; seeks and accepts input; provides objective feedback; contributes to group efforts; establishes and/or maintains positive working relationships with others	<input type="radio"/> Exceeds <input checked="" type="radio"/> Meets <input type="radio"/> Partially Meets <input type="radio"/> Does Not Meet <input type="radio"/> Not Applicable	
Quality	Completes work in an accurate, neat, well-organized and thorough manner; requires minimal review; produces error-free work on most occasions	<input checked="" type="radio"/> Exceeds <input type="radio"/> Meets <input type="radio"/> Partially Meets <input type="radio"/> Does Not Meet <input type="radio"/> Not Applicable	

PERFORMANCE DIMENSIONS		DEFINITION	RATING	
Timeliness		Accomplishes required work on schedule on most occasions; prioritizes assignments appropriately; manages concurrent assignments	<input type="radio"/> Exceeds <input checked="" type="radio"/> Meets <input type="radio"/> Partially Meets <input type="radio"/> Does Not Meet <input type="radio"/> Not Applicable	
Quantity		Consistently generates amount of work expected; minimizes time lost in non-productive activities	<input checked="" type="radio"/> Exceeds <input type="radio"/> Meets <input type="radio"/> Partially Meets <input type="radio"/> Does Not Meet <input type="radio"/> Not Applicable	
COMMENTS (Characters limited to text area)	<p>I have supervised SA Mike Trout since December 4, 2011. SA Trout has demonstrated good decision-making skills, is an excellent problem solver, and maintains timely and accurate paperwork. He generates a lot of self initiated case load. SA Trout is very well respected amongst his peers at BCI as well as in the local law enforcement community. SA Trout also serves as an experienced Field Training Agent within Special Investigations.</p>			

## Goal Achievement for Current Evaluation Period

	GOAL	RATING	EXPLANATION/DOCUMENTATION
1		<input type="radio"/> Exceeds <input type="radio"/> Meets <input type="radio"/> Partially Meets <input type="radio"/> Does Not Meet <input checked="" type="radio"/> Not Applicable	
2		<input type="radio"/> Exceeds <input type="radio"/> Meets <input type="radio"/> Partially Meets <input type="radio"/> Does Not Meet <input checked="" type="radio"/> Not Applicable	
3		<input type="radio"/> Exceeds <input type="radio"/> Meets <input type="radio"/> Partially Meets <input type="radio"/> Does Not Meet <input checked="" type="radio"/> Not Applicable	
4		<input type="radio"/> Exceeds <input type="radio"/> Meets <input type="radio"/> Partially Meets <input type="radio"/> Does Not Meet <input checked="" type="radio"/> Not Applicable	
5		<input type="radio"/> Exceeds <input type="radio"/> Meets <input type="radio"/> Partially Meets <input type="radio"/> Does Not Meet <input checked="" type="radio"/> Not Applicable	

## New Goals

GOAL		ACTION STEPS	MEASUREMENT
1	To enhance his knowledge <del>and skills in the area</del> of Special Investigations Unit.	To attend advanced specialized training courses as well as continue to develop existing through experience obtained during special investigations.	
2	To continue to work as a leader and innovative thinker in the Special Investigations Unit by offering new innovative ideas on special investigation techniques.	To maintain communication with other Special Investigative Unit Agents and share new ideas and training opportunities.	
3			
4			
5			

Print Form


Final to HR

## SIGNATURES

RATER	Comments	Rater Name	Date
	SA Mike Trout does a very good job and is a valuable asset to the SE Special Investigations Unit.	D. Scott Fitch	Jun 18, 2012
		<b>Rater Signature</b> <b>Scott Fitch</b> <small>Digitally signed by Scott Fitch DN: cn=Scott Fitch, o=BCI, ou=Investigations, email=scott.fitch@ohioattorneygeneral.gov, c=US Date: 2012.06.21 11:56:51 -04'00'</small>	<b>Draft to Reviewer</b> <b>Final to Reviewer</b>

REVIEWER / SECTION CHIEF	Comments	Reviewer Name	Date
	Good Job Mike	Fred R. Moore	Jun 21, 2012
		<b>Reviewer Signature</b> <b>Fred Moore</b> <small>Digitally signed by Fred Moore DN: cn=Fred Moore, o=BCI, ou=BCI Investigations, email=fred.moore@ohioattorneygeneral.gov, c=US Date: 2012.06.21 14:33:57 -04'00'</small> 6/21/12	<b>Draft to Rater</b> <b>Final to Employee</b>

EMPLOYEE	I understand that this evaluation will be placed in my permanent personnel file. <b>My initials will act as my signature and do not indicate agreement with the evaluation.</b>		
	<input checked="" type="radio"/> I have read the evaluation and <b>would not like</b> to respond. <input type="radio"/> I have read the evaluation and <b>would like</b> to respond on the following page.		
	<b>For unclassified staff only:</b> It must be stressed that staff holding an unclassified position serve at the pleasure of the Attorney General and this evaluation provides no assurance or right to continued employment.		
	<b>Employee Name</b> Michael D. Trout	<b>Date</b> Jun 21, 2012	<b>Employee Initials</b> MDT
			<b>Lock Form</b> <b>Final to Rater</b>

APPOINTING AUTHORITY	Appointing Authority Name	Date	Appointing Authority Signature
	Ohio Attorney General Mike DeWine	Mar 18, 2013	Michael DeWine 



*This is to certify that*

***Michael Trout***

*has completed the Ohio Attorney General's online training course on*

***DeEscalating Mental Health Crises***

*Completed on: 05/16/2012*

*Completed in: 2:8:28*

# URBANA POLICE DIVISION

April 11, 2012

Thomas Strickrath, Superintendant  
Ohio Bureau of Criminal Investigations  
1560 State Route 56 NW  
London, Ohio 45011-2993



Dear Superintendant Strickrath,

On March 30, 2012, the Urbana Police Division began a homicide investigation involving the death and dismemberment of a young Urbana woman, Jessica Rae Sacco. I first requested the assistance of BCI's Crime Scene Unit to help in processing our scene, and S.A. Bryan White made contact with me and confirmed he and others were enroute to help my agency at our scene. The crime scene was processed thoroughly for almost ten hours. Within a few hours of the original request for the Crime Scene Unit, S.A. Supervisor Ben Suver contacted me and offered the services of BCI's Major Crimes Unit, to help us in our homicide investigation. It was an offer I couldn't turn down.

Since the initial call for help, several BCI agents have provided my agency with invaluable crime scene, logistical, technical and investigative services, that we don't have at the ready in a case of this magnitude. This case has taken us to multiple jurisdictions where those responsible were located, interviewed and arrested and evidence was located and collected, including the missing body parts of Jessica. Although there is still much left to do, I'm certain that the work of these agents has helped my agency to solidify the case we have to date. I'm also sure that this work will go a long way into assuring the strongest case we can produce will be proven with a successful criminal prosecution.

The following agents should be commended for the professional manner and valuable investigative services they've provided the Urbana Police Division in the Jessica Rae Sacco homicide.

- Special Agent Vicki Angelopoulos
- Special Agent Todd Brown
- Criminal Intelligence Analyst Jennifer Dillion
- Special Agent Joshua C. Durst
- Special Agent Todd Fortner
- Special Agent Daryl Henderson
- Special Agent Brandon J. Hoyt
- Special Agent Stephanie A. Russell
- Special Agent Supervisor Benjamin Suver
- Special Agent Michael D. Trout
- Special Agent J. Bryan White

*Thanks to all of our  
BCI professionals who  
assisted on this case.  
Great work, Team!*

*Tom S 4/19*

There are probably many others, who have played a role behind the scenes in helping the Urbana Police Division and to those I also give thanks. Please know how much I appreciate the Ohio BCI and its agents for being there for my agency and our victim since March 30, 2012.

Respectfully,

*Matt D. Lingrell*  
Matt D. Lingrell, Chief

Matthew D. Lingrell, Chief of Police  
matt.lingrell@ci.urbana.oh.us

205 South Main Street • Urbana, Ohio 43078 • Dispatch: 937-652-4350 Fax: 937-652-5146

*What a great  
effort. Thank  
you.  
SX*





# MIKE DEWINE

★ OHIO ATTORNEY GENERAL ★

Criminal Justice Section

Special Prosecutions Unit

Office number: 614-644-0729

Fax number: 866-910-2107

150 E. Gay St., 16<sup>th</sup> Floor

Columbus OH 43215

[www.OhioAttorneyGeneral.gov](http://www.OhioAttorneyGeneral.gov)

*Great work  
Dave & Mike!  
Thanks. Tom S.*

February 6, 2012

*Awesome work!  
thank you.  
SD*



Tom Stickrath  
Superintendent of Ohio BCI  
PO Box 365  
London, OH 43140-0365

Re: *State v. Jerry Hallowell* - Athens County Common Pleas Court

Dear Superintendent Stickrath:

We are writing express our thanks for the effort and time that BCI, its agents, analysts and employees put into the successful prosecution of former Athens County Sheriff's Deputy, Jerry Hallowell.

As you may know, Hallowell used his position as director of the Athens County Drug task force to misuse and abuse his authority. In the process, Hallowell committed numerous crimes completely driving through the ethical and moral boundaries that exist for law enforcement officers.

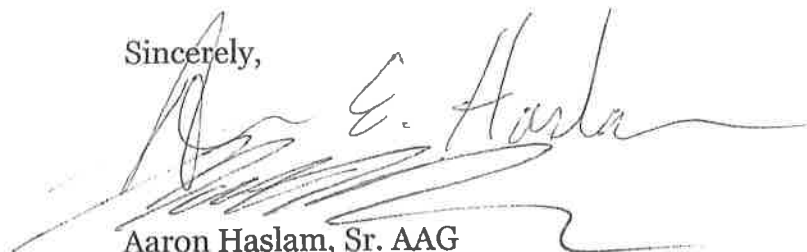
After BCI was requested by the local prosecutor, Agent Mike Trout and Supervising Agent Dave Myer organized and executed an outstanding sting operation. Because of their precise and swift efforts, Hallowell was arrested quickly avoiding any additional harm to the public or victim.

A subsequent investigation lead by SA Trout but involving every single agent in SE SIU, agents from Crime Scene Investigations, agents from SE Narcotics, Computer Crimes, Analysts and Lab personnel assisted in uncovering other crimes, involving other victims and other highly unethical behavior by Hallowell.

The whole of BCI's resources were utilized to build an excellent case against Hallowell. Through Agent Trout and the rest of your agency's efforts, Hallowell was convicted of numerous felonies and a misdemeanor, which removed him from public office. Hallowell will never again be a certified peace officer in Ohio.

Without the efforts of Agent Trout and BCI, the prosecution of Hallowell would not have been successful. Again thank you for BCI's efforts.

Sincerely,

A handwritten signature in cursive script, appearing to read "A. Haslam", with a long horizontal flourish extending to the right.

Aaron Haslam, Sr. AAG  
Matthew J. Donahue, Assoc. AAG

cc: File  
Stephen Schumaker  
Jeff Welbaum



## BCI Record of Training Received

Reset Form

### Employee Information

Employee ID # [REDACTED] Last Name Trout First Name Michael  
Bargaining Unit Bargaining Unit 46 Working Title Special Agent  
Assigned Location Athens Assigned Division Investigations Assigned Section SIU

### Training Information

Enter information about the specific training you completed. If you attended a course/seminar that included workshops please list the workshops separately.

Training Provided by: OPOTA

Title of Course/Workshop	Date of Training	Training Hours
03-430-12-01 Electronic surveillance	1/31/2012	12.00

Total Training Hours 12.00

Class/Training Paid for by: ☐ BCI/AG ☐ Personal ☒ No Charge ☐ Other \_\_\_\_\_

Please answer the following questions about the training course you have completed.

Did the training you received enhance your ability to perform your assigned duties? Yes ☒ No ☐  
Comments:

Would you recommend other BCI personnel attend similar training opportunities in the future? Yes ☒ No ☐  
Comments:

Please attach a copy of certificate to the form and send to:

Administration & Investigation - Brandi Robinson; Identification - Debra Cypryla; Laboratory - Kim Foster

Do Not Write Below - For Administration Use Only

Cost of Registration \_\_\_\_\_ Travel Expenses \_\_\_\_\_  
Fund # \_\_\_\_\_ Grant # \_\_\_\_\_ Dept ID # \_\_\_\_\_ Other Payee: \_\_\_\_\_



# OHIO PEACE OFFICER TRAINING COMMISSION & THE OFFICE OF THE ATTORNEY GENERAL

This is to certify that

**Michael D. Trout**

has successfully completed the advanced training course

**03-430-12-01: Electronic Surveillance**

at the Ohio Peace Officer Training Academy given

**January 30 - 31, 2012**

Mike DeWine  
Attorney General

Vernon P. Stanforth, Chairperson  
Ohio Peace Officer Training Commission

Robert A. Fiatal, Executive Director  
Ohio Peace Officer Training Commission

RECEIVED

**BARGAINING UNIT  
EMPLOYEE PERFORMANCE REVIEW**

Evaluation Deadline 06/30/2011	2011 JUL -7 PM 2:09
Rating Period 06/02/10 - 06/01/11	
Classification Title BCI SPECIAL AGENT	HUMAN RESOURCES ATTORNEY GENERAL'S OFFICE

Name (Last) TROUT	(First) MICHAEL	(MI) D.	Soc. Sec.	Classification Title BCI SPECIAL AGENT			
Agency/Division ATTORNEY GENERAL	C.B. Unit 46	Section/Unit BCI & I		Mid-Probation <input type="checkbox"/>	Final Probation <input type="checkbox"/>	Annual <input checked="" type="checkbox"/>	Special <input type="checkbox"/>
PERFORMANCE DIMENSIONS		Expectation Ratings			RATER COMMENTS Use spaces below for comments. Written comments MUST be provided for each performance dimension. Use additional sheets if necessary.		
		Meets	Below	Above			
<b>QUANTITY</b> Generates amount of work expected.		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	SA Trout continues to generate a high volume of work for SE Special Investigations Unit, and remains one of the top producers in the squad. He is often "called out" during off hours as well.		
<b>QUALITY</b> Completes work in an accurate, neat, well-organized, thorough and applicable manner		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mike completes his case work/assignments in an accurate, neat, thorough, and applicable manner. The overall Quality of his criminal case work remains excellent, as he has again worked/resolved many sensitive, complex, and high-profile investigations.		
<b>TIMELINESS</b> Accomplishes required work on schedule		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SA Trout accomplishes required/important assigned work on schedule, & continues to balance Admin. tasks w/in the demands of SE SIU's criminal case load. Addition of a SE facility will further enhance the overall "timeliness" of his submissions/work product.		
<b>TEAM EFFORT/COOPERATION</b> Contributes to group effort. Establishes positive working relationships with others.		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	SA Trout is a strong contributor to the group effort, especially in that he is the key SIU agent in geographic proximity to a majority of this unit's work. He maintains positive working relationships, and is often the first to respond to serious SE case requests.		
<b>DIRECTING/COORDINATING BEHAVIOR OF OTHERS</b> Describes and explains activities. Directs and instructs individuals to accomplish tasks. Ensures well-being of individuals within scope of responsibility.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Michael describes & explains his work activities well, and routinely ensures the safety, productivity, and well-being of others. He has been outstanding @ directing/ coordinating others to accomplish investigative tasks while they are assisting in true SE Ohio (and adjacent states). He remains one of our more technically & tactically sound special agents, and continues to develop and produce in these and other areas.		
<b>DEALING WITH DEMANDING SITUATIONS</b> Demonstrates control of self and others under trying circumstances.		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	SA Trout exhibits excellent self-control, as well as the appropriate & necessary control of others in trying, demanding, and/or dangerous circumstances & situations. He continues to exercise solid judgment in his approach with co-workers and all other individuals inside and outside of BCI.		
<b>ADHERING TO PROCEDURES</b> Knows the rules and regulations and follows them without being reminded.		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mike continues to follow all of the rules, regulations, Directives, contractual requirements, ethical expectations, procedures, CALEA standards, and the multitude of other AGO/institutional guidelines in this very demanding position.		
<b>COMMUNICATING</b> Understands written and oral instructions. Relays appropriate information in a clear, concise manner.		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mike easily comprehends written & oral instructions, and understands, follows, and appreciates direction. He relays complex information appropriately, clearly, and as concisely as possible. Mike understands the nuances of SIU work, and his verbal & written communications remain outstanding.		
I have prepared this performance review:				I have read the above: I have <input type="checkbox"/> have not <input checked="" type="checkbox"/> responded on an attached sheet of paper. I understand that any and all attachments to this evaluation will be placed in my permanent personnel file. My signature may not indicate agreement with the above.			
Rater Signature: <i>SAS David F. Meyer</i> Date: <i>06/26/11</i> Reviewer: <i>Good work!</i> Reviewer Signature: <i>[Signature]</i> Date: <i>6/28/11</i> Appointing Authority: <i>Michael DelNero</i> Date: <i>7/23/11</i>				Employee Comments: <i>[Signature]</i> #128 Employee Signature: <i>[Signature]</i> #128			



## UNIT AWARD

### NOMINATION FORM

The Unit Award recognizes a Section within each Division of BCI that has demonstrated extraordinary actions in the performance of their duties.

I/we nominate SE Major Crimes/Special Investigations Unit to receive the Ohio Bureau of Criminal Identification & Investigation's Unit Award for the following reasons:

BCI's SE Special Investigations Unit won the 2009 Unit Award for various reasons including overall productivity in servicing the multitude of case requests from the law enforcement agencies & prosecutors in its 23-county district. In 2010, with fewer agents and fewer available "man hours", this Unit has again seen its case requests increase 7% over the past twelve months.

This Unit has consistently, professionally, and diligently worked felony criminal cases of all levels of complexity and social/political consequence. SE SIU continued to resolve homicides, sexual assaults, complex theft/financial investigations, public corruption cases, federal/ FBI investigations, work with the U.S. Marshal's Service in locating & arresting more than one thousand five hundred (1,500) felons/fugitives annually, completed thousands of pages of transcription, and conducted at least half a dozen important officer-involved-shootings and/or inmate death investigations in 2010.

SE SIU has worked several high-profile cases, stepped-up to the unique challenges presented, and generated successful investigative efforts w/ numerous Grand Jury presentments, Indictments & Convictions. This Unit has also assisted many others around the State, including a prescription drug/pill-factory under-cover role, assistance with Marijuana Eradication all summer, and two agents who rescued two female crash victims trapped in their burning automobiles.

Highlight cases for 2010 included the extremely hard-fought (and eventually won) re-trial of Paula Rizer in the murder of her husband Kenneth Rizer, Sr. near Pomeroy, Ohio. BCI was clearly the "star" of this investigation and trial, and as such was under tremendous scrutiny and often-inaccurate portrayal by the Defense team that included defense "experts" from Alaska, Chicago, and Dr. Michael Baden of New York state fame.

Further highlight cases involved Officer-Involved-Shootings in Whitehall (fatality), Ross County, Scioto County (83 yr old male victim/fatality), Lawrence County (drug suspect/victim accidentally shot in the face), and others. Agents worked several questioned death investigations during the year, and a high profile sexual battery case involving a Sheriff's Lieutenant having sexual relations with his Confidential Informant.

Although they have all made significant individual contributions in 2010, it is AS a UNIT that this SE SIU squad has risen above the rest, and is certainly deserving of retaining this BCI Unit Award for another year. Thank You.

Nominator's Name: SAS David J. Meyer *DM*

Date: 11/29/2010



# RICHARD CORDRAY

OHIO ATTORNEY GENERAL

## EMPLOYEE ACKNOWLEDGMENT

### AGO Policy Revision –

### Travel Policy

1. I have read and understand and agree to abide by all the provisions outlined in these Policies referenced above and understand that these provisions overrule any prior personnel directives and policy statements relating to Travel Policy developed by the Attorney General.
2. I understand that the Attorney General has the right to add, revise, and/or update personnel policies and the Policies and Procedures Manual as deemed necessary without prior notice or as set forth in any applicable collective bargaining agreement.
3. I understand and agree that nothing in this policy, in any way, creates an express or implied contract of employment between me and the Attorney General's Office; except as required by a collective bargaining agreement.
4. I understand that it is my responsibility to ask my Section Chief or the COO of Human Resources if I have any questions concerning the policies, procedures, rules or guidelines of the Office of the Attorney General.

Employee's Signature: Michael Trout \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: 10/15/10 \_\_\_\_\_

Human Resources

30 East Broad St 16<sup>th</sup> Fl • Columbus, Ohio 43215 • PHONE 614.466-8911 • FAX 614.728-7582 • [www.ohioattorneygeneral.gov](http://www.ohioattorneygeneral.gov)



# Ohio Bureau of Criminal Identification & Investigation



*Certificate of Training*

**MIKE TROUT**

*Attended*

***Senate Bill 77 Legal Update Training***

*An hour and a half (1.5) course instructed by*

*John Green, OPOTA Law Enforcement Training Officer*

*July 13, 2010*

A handwritten signature in dark ink, appearing to read 'Pete Tobin'.

Pete Tobin, Superintendent

Ohio Bureau of Criminal Identification & Investigation







# STATE OF OHIO

Office of the Attorney General

PROTECTIVE SERVICES

RECEIVED

2010 JUL 12 AM 9:21

## BARGAINING UNIT EMPLOYEE PERFORMANCE REVIEW

Evaluation Deadline 06/30/10			
Rating Period 06/01/2009 - 06/01/2010			
Classification Title BCI & I Special Agent			
Mid- Probation <input type="checkbox"/>	Final Probation <input type="checkbox"/>	Annual <input checked="" type="checkbox"/>	Special <input type="checkbox"/>

Name (Last) TROUT	(First) MICHAEL	(MI) D	Soc. Sec.
Agency/Division ATTORNEY GENERAL	C.B. Unit 46	Section/Unit BCI & I	

PERFORMANCE DIMENSIONS	Expectation Ratings			RATER COMMENTS
	Meets	Below	Above	
<b>QUANTITY</b> Generates amount of work expected	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mike continues to generate a high volume of work for SE SIU, and remains one of the top producers in this squad. Excellent.
<b>QUALITY</b> Completes work in an accurate, neat, well-organized, thorough and applicable manner	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mike completes case work/assignments in an accurate, neat, organized, thorough, & applicable manner. The Quality of his case work is excellent; produces positive results in his criminal investigations; & was instrumental in solving several murders.
<b>TIMELINESS</b> Accomplishes required work on schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mike continues to accomplish his case work and admin. responsibilities on or ahead of schedule. Given the volume of work he is responsible for, he has done an exceptional job.
<b>TEAM EFFORT/COOPERATION</b> Contributes to group effort,. Establishes positive working relationships with others.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mike is a strong contributor to the group effort, establishes positive working relationships, & is often the 1st to respond to important assignments. BCI Unit of the Year Award for 2009.
<b>DIRECTING/COORDINATING BEHAVIOR OF OTHERS</b> Describes and explains activities. Directs and instructs individuals to accomplish tasks. Ensures well-being of individuals within scope of responsibility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mike describes and explains activities very well, and always ensures the safety, productivity, and well-being of others. When given the opportunities, Mike has been excellent at directing/ instructing others to accomplish their investigative tasks. He has also started serving periodically as the acting Supervisor for this unit - and has done a fine job as such.
<b>DEALING WITH DEMANDING SITUATIONS</b> Demonstrates control of self and others under trying circumstances.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mike has shown excellent self-control, as well as the necessary & appropriate control of others in demanding situations and trying circumstances. He exercises good judgment in his approach with co-workers, as well as his interaction(s) w/ others inside and outside of BCI.
<b>ADHERING TO PROCEDURES</b> Knows the rules and regulations and follows them without being reminded.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mike regularly adheres to the many rules, regulations, ethical expectations, policy & procedures, and CALEA standards of this agency. He dutifully follows the multitude of requirements at BCI and the AGO without needing/being reminded.
<b>COMMUNICATING</b> Understands written and oral instructions. Relays appropriate information in a clear, concise manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mike easily comprehends written & oral instructions, follows direction well, and relays information appropriately and clearly. He understands the complexities of SIU work, and his written & verbal communications remain excellent.

I have prepared this performance review:	
Rater Signature <i>David J. Meyer, SAS</i>	
Reviewer Comments <i>Good Job</i>	
Reviewer Signature <i>[Signature]</i>	Date 6/24/10
Appointing Authority <i>[Signature]</i>	Date 6/24/10

I have read the above: I have ☒ responded on an attached sheet of paper. I understand that any and all attachments to this evaluation will be placed in my permanent personnel file. My signature may not indicate agreement with the above.

Employee Comments:  
Employee Signature

*[Signature]* #28

*John Lambert*

# Ohio Bureau of Criminal Identification and Investigation



## UNIT Award

*Presented to*

**SE SPECIAL INVESTIGATIONS UNIT**

*Dut*

*On this 10<sup>th</sup> Day of December 2009, In Recognition of Employees Within a Unit  
Who Have Demonstrated Extraordinary Actions in the Performance of Their Duties.*



BCI&I

*Richard Cordray*

Richard Cordray

*Peter C. Tobin*

Peter C. Tobin



## PROTECTIVE SERVICES PERFORMANCE ACTION PLAN

Date: 06/15/2010

Employee: S/A TROUT

Supervisor: David J. Meyer DM

Classification Title: ~~BCI Special Agent~~

Classification: 26131AG

PERFORMANCE DIMENSION	PERFORMANCE EXPECTED
Quantity	Try to maintain the Quantity of work produced, within the current limits of time (Furloughs), case load, administrative duties, and opportunity. As we continue to perhaps handle more cases than any SIU squad in the state, Requests for Assistance (and therefore Expectations) will remain higher than ever.
Quality	Pay Attention to Detail! Spend some "Quality Time" with your Case Files and Administrative paperwork. Although improving your investigative knowledge base/skills will be somewhat difficult w/ the furloughs and freezes on training \$\$, you can work on the overall Quality of work you submit. In yet another very difficult year of "doing more with less", the MORE should be Quality not Quantity. Improve your written communications (reports) and overall work product. Take more "ownership" of your own case files.
Timeliness	Continue to STRIVE for perfection in the area of "timeliness" - and you will surely see Progress, and thus do very well. Timely IR's, Prosecutor Summaries, other case documentation, and the sometimes important Administrative responsibilities...are the real key to success in this job. When you get too far behind, it is impossible to prosper...
Team Effort/Cooperation	Congratulations on your BCI "Unit of the Year Award" in 2009. Congratulations on your other Unit and individual Awards in 2009-2010. Your strongest efforts to Cooperate and contribute to the Team Effort have paid off. Stick with...."Do something for the Good of the Order", and I will again be repeatedly commending you for your self-sacrificing efforts!
Directing/Coordinating Behavior of Others	Be a leader by setting good examples for all others you are working with. You can lead (Direct/Coordinate the Behavior of Others) more effectively by example & work ethic than by title or mouth. Volunteer for a week or two of Acting SAS during the year, if you are so inclined.
Dealing with Demanding Situations	We remain here to "work and solve criminal cases." We work for the Victims and their Families, Law Enforcement, and Prosecutors. That remains demanding enough, and you are doing very well in those situations. Try to stay away from the unnatural "trying/demanding situations" that tend to occur in and around the office. In this job/agency, the political/personal conflicts are not going away, so they are best avoided whenever possible.
Adhering to Procedure	Stay up-to-date on the ever-changing operational policies and procedures. With your moral compass intact, you will not have to worry much about the primarily ethical policy/procedures. If you have questions about the others, simply ask.
Communicating	Communicate in a candid and respectful way, even to those who it might be difficult to respect. Improve your written communications (clear, concise, accurate and timely reports of all nature). If you hear rumors, or have questions/concerns, ASK for explanation(s) rather than making or letting matters get worse. Communicate, articulate, verbalize, whatever you want to call it. And, take ownership of your case files, as THEY are communicating/speaking volumes ABOUT YOU.

Employee Signature: 

Date: 06/27/2010

Supervisor Signature: David J. Meyer, SAS 

Date: 06/15/2010

# BCI&I RECORD OF TRAINING RECEIVED

Employee ID #

Last Name

Trout

First Name

Michael

Bargaining Unit 46

Columbus

Investigations

SIU

Special Agent

Title of Course 03-433-10-03 Criminal Procedure Update

Workshops:

Training Hours

Total Training Hours

3.00

Date Training Completed: 3/5/2010

Travel Hours Only

Class/Training paid for by:



BCI/AG



Personal



Other

Attach copy of certificate and forward to:

Administration - Deb Gearhiser  
Identification - Debra Cypryla  
Laboratory - Sheila Gossard  
Investigation - Deb Gearhiser

Reset Form

DO NOT WRITE BELOW - FOR PROFESSIONAL STANDARDS & TRAINING USE ONLY

Cost of Registration

Travel Expenses

Fund #

Grant #

Dept. ID #

Other Payee:



OHIO PEACE OFFICER TRAINING COMMISSION  
AND  
THE OFFICE OF THE ATTORNEY GENERAL

This is to certify that

**Michael D. Trout**

has participated in the advanced training course

**03-433-10-03: Criminal Procedure Update**

at the Ohio Peace Officer Training Academy given

**March 5, 2010**

Richard Cordray  
Attorney General

Vernon P. Stanforth, Chairperson  
Ohio Peace Officer Training Commission

Ron Ferrell, Executive Director  
Ohio Peace Officer Training Commission



RICHARD CORDRAY  
OHIO ATTORNEY GENERAL

 COPY

March 1, 2010

Michael Trout  
Special Agent  
Crime Scene, London

Dear Mike:

I have attached an email regarding the guilty verdict on the Rizer murder thanking you for your help.

I wish to extend my personal appreciation to you for your service and dedication to BCI&I. You have proven yourself to be committed to upholding the highest standards of professionalism and it is reassuring to have those efforts noted. Thank you.

*Your work  
is outstanding!*

Sincerely,

Peter C. Tobin

Attachment

PCT/pjd



Ohio Bureau of Criminal Identification and Investigation

P.O. Box 365  
London, OH 43140  
Telephone: (740) 845-2000  
Facsimile: (740) 845-2020



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## Pamela Davis

---

**From:** Peter Tobin  
**Sent:** Thursday, January 21, 2010 1:15 PM  
**To:** Pamela Davis  
**Subject:** FW: Rizer Murder Trial

letters of commendation

-----Original Message-----

**From:** James R. Smith  
**Sent:** Thursday, January 21, 2010 6:35 AM  
**To:** Peter Tobin  
**Subject:** RE: Rizer Murder Trial

Thank you.

-----Original Message-----

**From:** Peter Tobin  
**Sent:** Tuesday, January 19, 2010 7:58 PM  
**To:** Michael D. Trout; Kurt S. Shearer; James Bryan White; Lisa A. Savage; James R. Smith; Brandon J. Hoyt; Erin K. Durocher; Valerie A. Todd  
**Subject:** RE: Rizer Murder Trial

Congratulations to everyone involved. You guys are awesome

-----Original Message-----

**From:** Michael D. Trout  
**Sent:** Tuesday, January 19, 2010 3:42 PM  
**To:** Kurt S. Shearer; Peter Tobin  
**Cc:** Valerie A. Todd; Erin K. Durocher; James R. Smith; Lisa A. Savage; James Bryan White; Kristen Slaper; Brandon J. Hoyt  
**Subject:** Rizer Murder Trial

The Jury came back with a guilty verdict- Murder. Sentencing is tomorrow. Thanks for everyones help.



RICHARD CORDRAY  
OHIO ATTORNEY GENERAL

January 25, 2010

Michael Trout  
BCI&I  
Columbus

Dear Michael,

I would like to offer my sincere congratulations and thanks to you for your 5 years of service to the Office of the Ohio Attorney General. As a sign of my appreciation and a token of your commitment, I would like to offer you the enclosed service pin.

I hope this pin serves as a reminder to you that I truly appreciate all you do to uphold the honor of the Office of the Ohio Attorney General and to serve the citizens of Ohio. It is a pleasure working with you.

Sincerely,

Richard Cordray  
Ohio Attorney General





**RICHARD CORDRAY**  
OHIO ATTORNEY GENERAL

**EMPLOYEE TRAINING ACKNOWLEDGEMENT**  
**AGO Ethics Training 2009**

1. I have completed the web-based Ethics Training Course for 2009 and agree to abide by all the provisions outlined in the course and in the Ethics Policies of the Ohio Attorney General's Office.
2. I understand that the Attorney General has the right to add, revise, and/or update personnel policies and the Policies and Procedures Manual as deemed necessary without prior notice.
3. I understand and agree that nothing in this training course or the associated policies, in any way, creates an express or implied contract of employment between me and the Attorney General's Office; except as required by a collective bargaining agreement.
4. I understand that it is my responsibility to ask my Section Chief or the COO of Human Resources if I have any questions concerning the policies, procedures, rules or guidelines of the Office of the Attorney General.

Employee's Name:

Today's Date:

[Click Here to SUBMIT](#)

[Reset Form](#)



## UNIT AWARD

*Michael Trout*

### NOMINATION FORM

The Unit Award recognizes a Section within each Division of BCI that has demonstrated extraordinary actions in the performance of their duties.

I/we nominate SE Major Crimes/Special Investigations Unit to receive the Ohio Bureau of Criminal Identification & Investigation's Unit Award for the following reasons:

BCI's SE Special Investigations Unit handles ~200 case requests a year from the law enforcement agencies & prosecutors in its huge 23-county district. Unit staffing is down 22%, requests are up 21+%, yet this Unit has consistently, professionally, diligently, & honorably worked felony criminal cases of all levels of complexity and social/political consequence. They are resolving homicides, sexual assaults, complex theft/financial investigations, officer-involved-shootings, jail deaths, public corruption cases, federal/ FBI investigations & "wires", and work with the U.S. Marshal's Service in locating & arresting more than one thousand (1,000) felony fugitives a year. SE SIU has worked several high-profile cases, stepped-up to the unique challenges presented, and generated successful investigative efforts w/ numerous Indictments & Convictions. For example:

> 83-yr-old Doris Jackson was bound, strangled & beaten to death in her home in Tupper's Plains. SIU investigation led to Agg Murder/Kidnapping/Robbery & other felony convictions/guilty pleas of Lee Ganes & Charles Williams, now serving prison terms of 6+ years, and 30-yrs-to-Life.

> 65-yr-old Winfield Hardiman was robbed, beaten & stomped to death in his yard in Carpenter, Ohio. SIU's rapid investigation led to the Murder convictions/guilty pleas of Trinity Whitcraft & girlfriend Nicole LeFleur, as well as two other accomplices. All four defendants are presently serving lengthy prison terms, including 10+ years for LeFleur and 15-yrs-to-Life for Whitcraft.

> The Chiefs of Police in Martin's Ferry & Bridgeport, Ohio are accused of stealing/trying to sell personal property of the surrogate mother for Sarah Jessica Parker to New York photographers. Criminal trials for each Chief of Police are scheduled for November 2009 & January 2010.

> Kenneth Rizer Sr. was shot five (5) times by his wife Paula in their living room in Albany, Ohio. After a lengthy & contentious 6-day trial resulted in a deadlocked Meigs County jury (11-1 in favor of a guilty verdict), Paula Rizer's 2nd Murder trial has been scheduled for January 2010.

> Agents investigated the Belmont Co. homicide of John Roberts, where his nephew "John-John" murdered him, disposing of the body inside a 55 gallon drum. John-John Roberts agreed to plead Guilty to Murder, but facing a lengthy prison sentence of more than 20 years, chose to hang himself with a bed sheet inside his jail cell just hours before his final court appearance.

Although they have all made significant individual contributions in 2009, it is AS a UNIT that this SE SIU squad has risen above the rest, and is certainly deserving of this Unit Award.

Nominator's Name: SAS David J. Meyer

Date: 11/08/2009



# STATE OF OHIO

Office of the Attorney General

## PROTECTIVE SERVICES

### BARGAINING UNIT EMPLOYEE PERFORMANCE REVIEW

Evaluation Deadline

Aug 29 PM 3:45

Rating Period

08/09/2008 (End-Probation) - 06/01/2009

Classification Title

BCI & I Special Agent

Name (Last)	(First)	(MI)	Soc. Sec.
TROUT	MICHAEL	D.	
Agency/Division	C.B. Unit	Section/Unit	
ATTORNEY GENERAL	46	BCI & I	

Mid-Probation	Final Probation	Annual	Special
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

PERFORMANCE DIMENSIONS	Expectation Ratings			RATER COMMENTS
	Meets	Below	Above	
<b>QUANTITY</b> Generates amount of work expected	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mike has generated a very high volume of work in the SE SIU district. He remains one of the top producers in this squad.
<b>QUALITY</b> Completes work in an accurate, neat, well-organized, thorough and applicable manner	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mike completes his case work and other assignments in an accurate, neat, thorough, and applicable manner. The quality of his case work has been outstanding. Mike continues to produce excellent results in his many criminal investigations.
<b>TIMELINESS</b> Accomplishes required work on schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mike continues to accomplish his case work and admin. responsibilities on or ahead of schedule. Given the volume of work he is responsible for, he has done an outstanding job.
<b>TEAM EFFORT/COOPERATION</b> Contributes to group effort,. Establishes positive working relationships with others.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mike continues to establish/maintain positive working relationships w/ others. He is a strong contributor to the group effort, often the first to respond/accept important assignments.
<b>DIRECTING/COORDINATING BEHAVIOR OF OTHERS</b> Describes and explains activities. Directs and instructs individuals to accomplish tasks. Ensures well-being of individuals within scope of responsibility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mike describes/explains his activities very well. He always strives to ensure the safety, productivity, and well-being of others. When given the opportunities, Mike has been excellent at directing/instructing others to accomplish their investigative tasks.
<b>DEALING WITH DEMANDING SITUATIONS</b> Demonstrates control of self and others under trying circumstances.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mike has shown excellent self-control, and necessary/appropriate control of others, in demanding situations and trying circumstances. He exercises good judgment in his approach with co-workers, as well as his interaction(s) w/ all others.
<b>ADHERING TO PROCEDURES</b> Knows the rules and regulations and follows them without being reminded.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mike consistently adheres to the rules, regulations, ethical expectations, policy & procedures, and CALEA standards of this agency. He dutifully follows the multitude of requirements @ BCI and the AGO without needing/being reminded.
<b>COMMUNICATING</b> Understands written and oral instructions. Relays appropriate information in a clear, concise manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mike easily and fully understands written & oral instructions, & follows direction well. He has learned the complexities of SIU work, and his written & verbal communications are very good. Mike relays information clearly, concisely & appropriately.

I have prepared this performance review:

Rater Signature  
SAS David J. Meyer

Reviewer Comments:

Good job

Reviewer Signature

John Shover

Appointing Authority

Date

7/24/09

Date

I have read the above: I have ☒ have not ☐ responded on an attached sheet of paper. I understand that any and all attachments to this evaluation will be placed in my permanent personnel file. My signature may not indicate agreement with the above.

Employee Comments:

Employee Signature

John Shover

John Shover

7/27/09

John Shover

9/30/09

# **UNIT AWARD**

## **NOMINATION FORM**

*The Unit Award ~~recognizes a~~ Section within each Division of BCI that has demonstrated extraordinary actions in the performance of their duties.*

*I/we nominate SE Special Investigations Unit to receive the Ohio Bureau of*

*Criminal Identification & Investigation's Unit Award for the following reasons:*

The BCI Investigations Division Southeast (SE) Major Crimes/Special Investigations Unit has truly demonstrated extraordinary actions in the performance of their duties, not only in 2008 but for the past several years as well. This Unit receives and investigates nearly two hundred (200) legitimate case requests and Requests for Assistance annually – not only from the many law enforcement agencies and Prosecutors in its expansive twenty-three (23) county district, but from other districts in Ohio, and the Ohio Attorney General's Columbus headquarters/administrative staff.

The SE Special Investigations Unit has consistently, professionally, diligently, and honorably worked - and MADE - cases of all levels of complexity and social/political consequence. They are assigned, and are resolving homicides, sexual assaults, complex theft/financial investigations, officer-involved-shootings, federal/FBI "wires" and investigations, dignitary protection details, public corruption cases of all nature, and work with the U.S. Marshal's in locating and apprehending one thousand (1,000) felony fugitives a year.

These agents have not only "survived" the rigors of working directly with all AGO/Columbus sections in some of the most high-profile cases statewide, they have time and time again stepped-up to the unique challenges presented, and generated numerous successful investigative efforts and resolutions. They have produced one Indictment/Conviction after another, and simply set a standard for professional, dedicated, and honorable investigative results that would be difficult to expect from anyone. (I could name the cases here, but we would go on for a while...)

Although they have all had/made significant individual contributions in 2008, it is as A UNIT that this SE SIU squad has risen above the rest, and is certainly deserving of this Award.

Thank You for your consideration.

**Date:** December 27, 2008

**Nominator's Signature:** David Meyer 



PROTECTIVE SERVICES  
PERFORMANCE ACTION PLAN

Date: 06/01/2009

Employee: Mike Trant

Supervisor: David J. Meyer DJM

Classification Title: BCI & I Special Agent

Classification: 26131AG

PERFORMANCE DIMENSION	PERFORMANCE EXPECTED
Quantity	Maintain or improve the Quantity of work produced, within the current limits of time, case load, administrative duties, and opportunity. We continue to handle more cases than any SIU squad in the state. Requests for Assistance, and therefore Expectations remain high.
Quality	Continue Improving your investigative knowledge base, daily attitude (even in yet another difficult year of "doing more with less"), your written communications (reports), and overall work product. All agents are again strongly encouraged to take more "ownership" of their case files to avoid future issues/problems.
Timeliness	Strive for perfection in the area of "timeliness" - as nearly impossible as that might be in these difficult positions, and you will do well. Timely IR's, Prosecutor Summaries, other case documentation, & the occasionally important Administrative responsibilities...are the real key to success in this job.
Team Effort/Cooperation	Continue your strong efforts to cooperate and contribute to the Team Effort. You already know a favorite saying is "Do something for the Good of the Order", rather than solely engaging in self-serving actions.
Directing/Coordinating Behavior of Others	Be a leader by setting good examples for all others you are working with. You can lead (Direct/Coordinate the Behavior of Others) more effectively by example & work ethic than by title or mouth. Volunteer for a week or two of Acting SAS, if you are so inclined.
Dealing with Demanding Situations	We are here to "work and solve criminal cases." That is demanding enough. You are doing very well in those situations. Stay away from the (unnatural) "demanding situations" that occur in and around the office. In this job/agency, the political/personal conflicts are not going away, so they are best avoided whenever possible.
Adhering to Procedure	Stay up-to-date on the ever-changing operational policies and procedures. With your moral compass intact, you should not have to worry much about the primarily ethical policy/procedures.
Communicating	Work on communicating in a candid and respectful way, even to those who it might be difficult to respect. Improve your written communications (clear, concise, accurate and timely reports of all nature). As noted above, take ownership of your case files, as they are communicating/speaking volumes about you.

Employee Signature:

Date: 08/20/2009

Supervisor Signature: David J. Meyer, SAS

Date: 06/01/2009

9/30/09



**RICHARD CORDRAY**  
OHIO ATTORNEY GENERAL

**EMPLOYEE ACKNOWLEDGMENT**

**AGO Policy Revision –  
Nepotism, Telephone and Mobile Use, Use of State Owned Equipment,  
Internship Policies**

1. I have read and understand and agree to abide by all the provisions outlined in these Policies referenced above and understand that these provisions overrule any prior personnel directives and policy statements relating to Nepotism, Telephone and Mobil Use, Use of State Owned Equipment and Internships/Externships developed by the Attorney General.
2. I understand that the Attorney General has the right to add, revise, and/or update personnel policies and the Policies and Procedures Manual as deemed necessary without prior notice or as set forth in any applicable collective bargaining agreement.
3. I understand and agree that nothing in this policy, in any way, creates an express or implied contract of employment between me and the Attorney General's Office; except as required by a collective bargaining agreement.
4. I understand that it is my responsibility to ask my Section Chief or the COO of Human Resources if I have any questions concerning the policies, procedures, rules or guidelines of the Office of the Attorney General.

Employee's Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: 07.24.09

# Ohio Bureau of Criminal Identification & Investigation




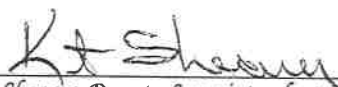

*Certificate of Training*

**MIKE TROUT**

*Attended Eight (8) Hours of  
BCI Investigations Division In-Service Training  
May 6 & 7, 2009*



  
Peter C. Tobin, Superintendent  
Ohio Bureau of Criminal Identification & Investigation

  
Kurt Shearer, Deputy Superintendent  
Ohio Bureau of Criminal Identification & Investigation  
  
Darryl D. Johnson, Deputy Superintendent  
Ohio Bureau of Criminal Identification & Investigation

# Sexual Harassment Awareness Training

BCI, OOCIC, OPOTA

BCI London, 3rd Floor Training Room

Friday, October 31, 2008

9:00 am - 12:00 pm (3 hours)

Mr. Matt Miko, Civil Rights Advantage Consulting Group

	Name	Employee #	BCI/ OOCIC/ OPOTA	Signature
1	Charlie Stieglmeyer		BCI	[Signature]
2	Corey Johnson		BCI	Corey Johnson Johnson
3	Daryl Henderson		BCI	[Signature]
4	Dave Posten		BCI	Dave Posten
5	Deena Gray		BCI	Deena Gray
6	Dennis Lowe		BCI	Dennis Lowe
7	Frank Lockhart		BCI	[Signature]
8	Gayle Robson		BCI	[Signature]
9	Gregg Costas		BCI	Gregg Costas
10	Jayne Fisher		BCI	Jayne Fisher
11	Jean Ann Williams		BCI	Jean Ann Williams
12	Jenny Hockenberry		BCI	Jenny Hockenberry
13	Jessica Toms		BCI	Jessica Toms
14	Josh Tobin		BCI	[Signature]
15	Justin Williams		BCI	Justin Williams
16	Ken Smith		BCI	Ken Smith
17	Kim Foster		BCI	Kim Foster
18	Kim Huffman		BCI	Kim Huffman
19	Mark Rohrer		BCI	[Signature]
20	Matt Congleton		BCI	[Signature]
21	Michelle Yezzo		BCI	[Signature]
22	Mick Gyurko		BCI	[Signature]
23	Mike Trout		BCI	[Signature]
24	Randy Bliss		BCI	Randy Bliss
25	Sam Faulkner		OPOTA	Sam Faulkner
26	Vickie Boldman		BCI	Vickie Boldman
27				
28				
29				
30				



# POLICE DEPARTMENT

CHIEF OF POLICE  
*Richard W. Wayt*

*601 Southgate Parkway  
Cambridge, Ohio 43725*

Telephone  
(740) 439-4431

CAPTAIN  
*Randy LePage*

Records  
(740) 439-1101

Fax Number  
(740) 439-5670

February 27, 2009

Special Agent Supervisor David Meyer  
Bureau of Criminal Investigation  
P.O. Box 365  
London, OH 43140

Dear David,

Our department recently requested assistance from the BCI Special Investigative Unit to investigate two separate cases. Agent Mike Trout was assigned to conduct those investigations.

In the first case, Agent Trout investigated a sexual abuse allegation that a student made against a teacher. As you know, this type of investigation is extremely sensitive. Since our department had a conflict in this investigation, it is good to have someone so professional and experience handling the case.

In the second, a suspect in a local theft case was identified through a CODIS hit. The same suspect was also identified in similar cases in more than 15 other Ohio jurisdictions. Although this makes for a complicated case, Agent Trout made it appear effortless.

Please convey my appreciation to Agent Trout for his efforts in both these cases and his continued support of our agency.

Yours truly,



Captain W. R. LePage #25





RICHARD CORDRAY  
OHIO ATTORNEY GENERAL

**EMPLOYEE ACKNOWLEDGMENT**  
**AGO Policy Revision – Political Activity Policy**

1. I have read and understand and agree to abide by all the provisions outlined in this Political Activity policy and understand that these provisions overrule any prior personnel directives and policy statements relating to political activity produced by the Attorney General.
2. I understand that the Attorney General has the right to add, revise, and/or update personnel policies and the Policies and Procedures Manual as deemed necessary without prior notice.
3. I understand and agree that nothing in this policy, in any way, creates an express or implied contract of employment between me and the Attorney General's Office; except as required by a collective bargaining agreement.
4. I understand that it is my responsibility to ask my Section Chief or the COO of Human Resources if I have any questions concerning the policies, procedures, rules or guidelines of the Office of the Attorney General.

Employee's Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_



# STATE OF OHIO

## Office of the Attorney General

### PROTECTIVE SERVICES

#### BARGAINING UNIT EMPLOYEE PERFORMANCE REVIEW

Name (Last)				(First)	(MI)	Soc. Sec.	Evaluation Deadline			
Trout				Michael			Rating Period 04/10/2008 - 08/09/2008			
Agency/Division		C.B. Unit	Section/Unit		Classification Title					
ATTORNEY GENERAL		46	BCI & I		BCI & I Special Agent					
					Mid-Probation	Final Probation	Annual	Special		
					<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
PERFORMANCE DIMENSIONS			Expectation Ratings			RATER COMMENTS Use spaces below for comments. Written comments MUST be provided for each performance dimension. Use additional sheets if necessary.				
			Meets	Below	Above					
QUANTITY Generates amount of work expected			<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	S/A Trout has worked very hard on his cases and admin. duties & is always willing to take on additional work. Excellent job.				
QUALITY Completes work in an accurate, neat, well-organized, thorough and applicable manner			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The quality of work completed to date meets or exceeds the expectations of an 8-month BCI Special Agent. Mike's submitted work has been neat, organized, applicable, and thorough.				
TIMELINESS Accomplishes required work on schedule			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	S/A Trout continues to accomplish his case work on or ahead of schedule, and is prompt in submitting his paperwork, as well as fulfilling the many other requirements of this position.				
TEAM EFFORT/COOPERATION Contributes to group effort. Establishes positive working relationships with others.			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mike has established/maintained positive working relationships internally and externally. He is a very strong contributor to the group effort(s) of BCI and this squad, often assisting others.				
DIRECTING/COORDINATING BEHAVIOR OF OTHERS Describes and explains activities. Directs and instructs individuals to accomplish tasks. Ensures well-being of individuals within scope of responsibility.			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The opportunities for "Directing/Coordinating Behavior of Others" is limited as an 8-month BCI Special Agent, but Mike has met or exceeded overall expectations in this area. He has strived to ensure the well-being of others in the cases he has already been assigned. Mike is doing a good job of describing/ explaining his activities to those who have a need to know.				
DEALING WITH DEMANDING SITUATIONS Demonstrates control of self and others under trying circumstances.			<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mike has performed above expectations and requirements in this area. He has shown excellent self-control under trying circumstances, and good judgment in his approach with co-workers, as well as his interaction(s) w/ all others.				
ADHERING TO PROCEDURES Knows the rules and regulations and follows them without being reminded.			<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	S/A Trout consistently adheres to the rules, regulations, ethical expectations, procedures, and CALEA standards of this agency. He dutifully follows the multitude of policies and procedures at BCI and the AGO without being reminded.				
COMMUNICATING Understands written and oral instructions. Relays appropriate information in a clear, concise manner.			<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mike understands written & oral instructions, & follows direction very well. He has learned the nuances of working in the Special Investigations Unit. His written communications are good, & he relays information appropriately through his chain-of-command.				
I have prepared this performance review:						I have read the above: I have <input checked="" type="checkbox"/> responded on an attached sheet of paper. I understand that any and all attachments to this evaluation will be placed in my permanent personnel file. My signature may not indicate agreement with the above.				
Rater Signature <i>David J. Meyer, SAS</i>						Employee Comments: Employee Signature <i>[Signature]</i>  NOT: <i>dm</i>				
Reviewer Comments:										
Reviewer Signature <i>D.S. [Signature]</i>										
Date <i>12/14/08</i>										
Appointing Authority <i>Robert Fister</i>										
Date <i>12/16/08</i>										



## PROTECTIVE SERVICES PERFORMANCE ACTION PLAN

Date: 08/11/2008 (End-Probation)

Employee: Michael D. Trout

Supervisor: David J. Meyer *DM*

Classification Title: BCI & T Special Agent

Classification: 26131AG

PERFORMANCE DIMENSION	PERFORMANCE EXPECTED
Quantity	Please maintain or improve Quantity of work produced w/in the limits of time, case load, administrative duties, and opportunity. We handle more cases than any SIU squad in the state -- expectations are high.
Quality	Keep improving your knowledge base (training/experience), attitude, written communications (reports), and overall work product. All agents must take more "ownership" of their case files to avoid future issues/problems.
Timeliness	In this demanding position, perfect "timeliness" remains difficult, but please continue or improve your strong efforts in this area. Timely IR's, Prosecutor Summaries, other case documentation, and occasional important Administrative responsibilities are the real key to success in this job. Try hard, and you are guaranteed to succeed.
Team Effort/Cooperation	Continue your efforts to cooperate/contribute internally and externally. We must all work on our tolerance, patience, and "acceptance" during these most-difficult of times. Build some new relationships, improve existing relationships, and gently educate those who need guidance! Do something every week that is for the "good of the order".
Directing/Coordinating Behavior of Others	When opportunities in this area arise, please keep up your excellent efforts in leadership and setting good examples for others you are working with. You can lead (Direct/Coordinate the Behaviour of Others) more effectively by example and work ethic than by title or mouth. Read a "leadership" book of your choice...Your time will come, naturally.
Dealing with Demanding Situations	With the daily demands of this position, please keep up the good work in the field, and avoid the political/personal conflicts in the office. Please continue to make an extra effort to maintain a positive attitude during these trying times, ala "I complained because i had no shoes, until I met a man who had no feet"...
Adhering to Procedure	Please continue your most diligent efforts in this area, and stay abreast of the various changes in policy and procedure as required. You are doing an excellent job adhering to Procedure, but it only takes one mis-step to ruin one's career in law enforcement.
Communicating	We can all strive to be dignified, professional, polite & courteous, yet direct and succinct in our written and verbal communications. All can improve their written "finished product" in terms of investigative reports and summaries. As someone famous once said, "Speak softly, and carry a big stick." Your "stick" is your Knowledge, your Reports, your Experience, and your Integrity...and equally important is HOW you present yourself to others. Again, candid AND respectful is a good place to start for all of us.

Employee Signature:

Date:

12-18-08

Supervisor Signature:

Date:

08/11/2008 (End-Probation)

*probation file 3-2-09*

**Michael D. Trout**

**From:** Michael D. Trout  
**Sent:** Monday, September 15, 2008 11:21 AM  
**To:** Michael D. Trout  
**Subject:** FW: POLICY & PROCEDURE UPDATE - Chapter 3 - Equipment/Reimbursements - Revised 8-15-08  
**Importance:** High  
**Attachments:** Chapter 3 Equipment Reimbursements Revised 08-15-08.pdf

**From:** AGO Mailer  
**Sent:** Sunday, August 17, 2008 9:20 AM  
**To:** AGemployees  
**Subject:** POLICY & PROCEDURE UPDATE - Chapter 3 - Equipment/Reimbursements - Revised 8-15-08  
**Importance:** High

To all AGO Employees:

Attached is an update/revision to the Policies and Procedures Manual dated 01/2008.

- **CHAPTER 3 - EQUIPMENT/REIMBURSEMENTS - revised 8/15/08** - Effective Immediately.

These policies and procedures explain your duties, responsibilities, rights and privileges as an employee as well as the employer's rights and obligations. **Please read it thoroughly.** I encourage you to ask any questions you may have regarding the information it contains.

Your acknowledgement of this Policy Update is required. Please Print, Complete, Sign, and Date the Employee Acknowledgment below and Return to Human Resources within 5 days.

Thanks, Alethea

Alethea L. Botts, SPHR  
 Interim Director of Human Resources  
 30 E. Broad Street, 16th Floor  
 Columbus, Ohio 43215  
 614-644-6652

RECEIVED  
 2008 SEP 18 PM 2:30  
 HUMAN RESOURCES  
 ATTORNEY GENERAL'S  
 OFFICE

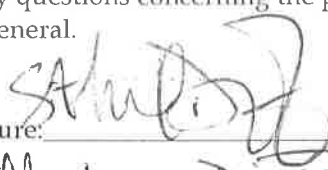
## **EMPLOYEE ACKNOWLEDGMENT of AGO Policy Revision - Chapter 3 Equipment/Reimbursements Revised 8-15-08**

1. I have read and understand and agree to abide by all the provisions outlined in these policies and understand that these provisions overrule any prior personnel directives and policy statements produced by the Attorney General.
2. I understand that the Attorney General has the right to add, revise, and/or update personnel policies

9/16/2008

and the Policies and Procedures Manual as deemed necessary without prior notice.

3. I understand and agree that nothing in these policies, in any way, creates an express or implied contract of employment between me and the Attorney General's Office; except as required by a collective bargaining agreement.
4. I understand that it is my responsibility to ask my Section Chief or the Director of Human Resources if I have any questions concerning the policies, procedures, rules or guidelines of the Office of the Attorney General.

Employee's Signature:  

Printed Name: Michael D. Grant

Date: 9/16/08

RECEIVED  
2008 SEP 18 PM 2:30  
HUMAN RESOURCES  
ATTORNEY GENERAL'S  
OFFICE



STATE OF OHIO  
OFFICE OF THE ATTORNEY GENERAL

30 E. Broad St., Columbus, OH 43215

30 E. Broad St., 17th Fl.  
Columbus, OH 43215-3428  
Telephone: (614) 466-4320  
Facsimile: (614) 466-5087  
www.ag.state.oh.us

## EMPLOYEE ACKNOWLEDGMENT

1. I have read and understand and agree to abide by all the provisions outlined in these policies and understand that these provisions overrule any prior personnel directives and policy statements produced by the Attorney General.
2. I understand that the Attorney General has the right to add, revise, and/or update personnel policies and the Policies and Procedures Manual as deemed necessary without prior notice.
3. I understand and agree that nothing in these policies, in any way, creates an express or implied contract of employment between me and the Attorney General's Office; except as required by a collective bargaining agreement.
4. I understand that it is my responsibility to ask my Section Chief or the Director of Human Resources if I have any questions concerning the policies, procedures, rules or guidelines of the Office of the Attorney General.

Employee's Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Original Signature Required – please make a copy for your records and mail the originally signed acknowledgement to Human Resources via interoffice mail.



STATE OF OHIO  
OFFICE OF THE ATTORNEY GENERAL  
MARC DANN, ATTORNEY GENERAL

30 E. Broad St., 17th Fl.  
Columbus, OH 43215-3428  
Telephone: (614) 466-4320  
Facsimile: (614) 466-5087  
www.ag.state.oh.us

## EMPLOYEE ACKNOWLEDGMENT

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2. I understand that the Attorney General has the right to add, revise, and/or update personnel policies and the Policies and Procedures Manual as deemed necessary without prior notice.
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4. I understand that it is my responsibility to ask my Section Chief or the Director of Human Resources if I have any questions concerning the policies, procedures, rules or guidelines of the Office of the Attorney General.

Employee's Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_





# STATE OF OHIO

Office of the Attorney General

## PROTECTIVE SERVICES

### BARGAINING UNIT EMPLOYEE PERFORMANCE REVIEW

Name (Last)				(First)	(MI)	Soc. Sec.	Evaluation Deadline				
Trout				Michael			Rating Period 12/10/2007 - 04/10/2008				
Agency/Division		C.B. Unit	Section/Unit		Classification Title						
ATTORNEY GENERAL		46	BCI & I		BCI & I Special Agent						
			Mid-Probation	Final Probation	Annual	Special					
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
PERFORMANCE DIMENSIONS			Expectation Ratings			RATER COMMENTS Use spaces below for comments. Written comments MUST be provided for each performance dimension. Use additional sheets if necessary.					
			Meets	Below	Above						
QUANTITY Generates amount of work expected			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As a Mid-Probationary BCI Special Agent, Mike has generated the amount of work expected in this unit. Good job.					
QUALITY Completes work in an accurate, neat, well-organized, thorough and applicable manner			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The quality of work completed to date by Mike meets or exceeds the expectations of a probationary agent. His submitted work has been neat, accurate, applicable, and thorough.					
TIMELINESS Accomplishes required work on schedule			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mike accomplishes his case work on or ahead of schedule, and is very prompt in submitting his paperwork, as well as fulfilling other requirements of this position.					
TEAM EFFORT/COOPERATION Contributes to group effort. Establishes positive working relationships with others.			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mike has established positive working relationships internally and externally. He is definitely contributing to the group effort(s) of BCI and this squad, and is often assisting other agents.					
DIRECTING/COORDINATING BEHAVIOR OF OTHERS Describes and explains activities. Directs and instructs individuals to accomplish tasks. Ensures well-being of individuals within scope of responsibility.			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The opportunities for "Directing/Coordinating Behavior of Others" is limited as a probationary employee, but Mike has met or exceeded overall expectations in this area. He has strived to ensure the well-being of others in the cases he has already been assigned. Mike is doing a good job of describing/ explaining his activities to those who have a need to know.					
DEALING WITH DEMANDING SITUATIONS Demonstrates control of self and others under trying circumstances.			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mike has performed at or above expectations and requirements in this area. He has shown self-control under trying circumstances and good judgment in his approach with co-workers, as well as during interactions with others outside of this office.					
ADHERING TO PROCEDURES Knows the rules and regulations and follows them without being reminded.			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mike regularly adheres to the rules, regulations, ethical expectations, procedures, and CALEA standards, and is learning more each day about the multitude of policies and procedures at BCI and the AGO.					
COMMUNICATING Understands written and oral instructions. Relays appropriate information in a clear, concise manner.			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mike understands written/oral instructions, & follows directions. He has learned the nuances of working in the Special Investigations Unit. His written communications are good, & he relays information appropriately through his chain-of-command..					
I have prepared this performance review:						I have read the above: I have <input checked="" type="checkbox"/> have not <input type="checkbox"/> responded on an attached sheet of paper. I understand that any and all attachments to this evaluation will be placed in my permanent personnel file. My signature may not indicate agreement with the above.					
Rater Signature David J. Meyer, SAS						Employee Comments: Employee Signature 					
Reviewer Comments: None											
Reviewer Signature K. J. ...											
Appointing Authority ...											
Date 7/28/08						Date 6/24/08					



PROTECTIVE SERVICES  
PERFORMANCE ACTION PLAN

Date: 06/01/2008

Employee: Mike Trout

Supervisor: David J. Meyer

Classification Title: BCI & 1 Special Agent

Classification: 26131AG

PERFORMANCE DIMENSION	PERFORMANCE EXPECTED
Quantity	Please maintain or improve Quantity of work produced w/in the limits of time, case load, administrative duties, and opportunity. We handle more cases than any SIU squad in the state -- expectations are high.
Quality	Keep improving your knowledge base (training/experience), attitude, written communications (reports), and overall work product. All agents must take more "ownership" of their case files to avoid future issues/problems.
Timeliness	In this demanding position, perfect "timeliness" remains difficult, but please continue or improve your strong efforts in this area. Timely IR's, Prosecutor Summaries, other case documentation, and occasional important Administrative responsibilities are the real key to success in this job. Try hard, and you are guaranteed to succeed.
Team Effort/Cooperation	Continue your efforts to cooperate/contribute internally and externally. We must all work on our tolerance, patience, and "acceptance" during these most-difficult of times. Build some new relationships, improve existing relationships, and gently educate those who need guidance! Do something every week that is for the "good of the order".
Directing/Coordinating Behavior of Others	When opportunities in this area arise, please keep up your excellent efforts in leadership and setting good examples for others you are working with. You can lead (Direct/Coordinate the Behaviour of Others) more effectively by example and work ethic than by title or mouth. Read a "leadership" book of your choice...Your time will come, naturally.
Dealing with Demanding Situations	With the daily demands of this position, please keep up the good work in the field, and avoid the political/personal conflicts in the office. Please continue to make an extra effort to maintain a positive attitude during these trying times, ala "I complained because i had no shoes, until I met a man who had no feet"...
Adhering to Procedure	Please continue your most diligent efforts in this area, and stay abreast of the various changes in policy and procedure as required. You are doing an excellent job adhering to Procedure, but it only takes one mis-step to ruin one's career in law enforcement.
Communicating	We can all strive to be dignified, professional, polite & courteous, yet direct and succinct in our written and verbal communications. All can improve their written "finished product" in terms of investigative reports and summaries. As someone famous once said, "Speak softly, and carry a big stick." Your "stick" is your Knowledge, your Reports, your Experience, and your Integrity...and equally important is HOW you present yourself to others. Again, candid AND respectful is a good place to start for all of us.

Employee Signature:

Date: 07/01/2008

Supervisor Signature:

David J. Meyer, SAS

Date: 06/01/2008

PERSONNEL  
ACTION  
STATE OF OHIOAGENCY  
FROM: ATTORNEY GENERAL

DIVISION OR INSTITUTION

UNIT OR OFFICE  
HEALTH CARE FRAUDDATE STAMP  
DEC 18 2007

TO:

BCI &amp; I

HUMAN RESOURCES SECTION

NAME FROM: TROUT MICHAEL		SEX M	DATE OF BIRTH MO 1 DAY 3 YR 72			MARITAL STATUS	NO OF YEARS	DEGREE	MAJOR
TO:									
ADDRESS FROM: [REDACTED]		STREET		CITY		STATE OH	ZIP CODE		COUNTY
TO:									
EFFECTIVE DATE	DEPARTMENT ID FROM: 262100	POSITION NO. 20004428	UNION CODE P46	BARG UNIT 46	BU FLAG 9	PERM / TEMP PERM	FULL/PART FULL	HQ COUNTY FRAN	
	TO: 324200	20075125						ATHE	
JOB CODE TITLE FROM: MEDICAID SPECIAL AGENT		JOB CODE 26141	GRADE 32	STEP 4	BASE RATE \$27.05	LONG 0	SUPPL. 0	SUPPL. 0	TOTAL \$27.05
TO: BCI & I SPECIAL AGENT		26131							STATUS C

NATIONAL ID/EMPLOYEE ID [REDACTED]		RECORD NO.	
HIRE		CHANGE (DATA-POSITION-TRANSFER-PROMO-DEMOTION)	
<b>Action Reason</b> <input type="checkbox"/> HIR ETT TEMP EXT ≤ 120 ENDS _____ <input type="checkbox"/> HIR EXT TEMP EXT > 120 ENDS _____ <input type="checkbox"/> HIR PER PERMANENT <input type="checkbox"/> HIR SEA SEASONAL <input type="checkbox"/> HIR INT INTERMITTENT <input type="checkbox"/> HIR FTS FIXED TERM SALARIED <input type="checkbox"/> HIR DIM FIXED TERM PER DIEM <input type="checkbox"/> HIR EXI INTERIM EXTERNAL <input type="checkbox"/> HIR ETR ESTAB TERM REG <input type="checkbox"/> HIR ETI ESTAB TERM IRREG <input type="checkbox"/> HIR PRJ PROJECT EMPLOYEE <b>REHIRE</b> <b>Action Reason</b> <input type="checkbox"/> REH REH REHIRE <input type="checkbox"/> REH REL REEMPLOY LAYOFF APPT TYPE _____ <input type="checkbox"/> REH RCL RECALL LAYOFF APPT TYPE _____ <input type="checkbox"/> REH RSP REINST SEP <input type="checkbox"/> REH RTP REINST 3rd PARTY <input type="checkbox"/> REH RET RETURN FROM RETIREMENT		<b>Action Reason</b> <input type="checkbox"/> DEM DEM DEMOTION <input type="checkbox"/> DTA SCS CIVIL SERV STATUS <input type="checkbox"/> DTA APC APPT CHNG TO _____ <input type="checkbox"/> DTA XLV EXTEND LEAVE DATE <input type="checkbox"/> DTA RNP REASSIGN NO PAY IN <input type="checkbox"/> DTA RPI REASSIGN PAY INCR <input type="checkbox"/> DTA TWL TEMP WORK LEVEL ENDS _____ JOB CODE _____ RATE _____ STEP _____ <input type="checkbox"/> DTA SVC SERVICE CHANGE <input type="checkbox"/> DTA SSN SSN CORRECTION <input type="checkbox"/> DTA DCP DAS CLASS PLAN <input type="checkbox"/> DTA ETW END TWL <input checked="" type="checkbox"/> DTA HQC HQ LOCATN CHNG <input checked="" type="checkbox"/> DTA LAT LATERAL CLASS CHG <input type="checkbox"/> DTA NAM NAME CHANGE <input type="checkbox"/> DTA DPL DISPLACEMENT <input type="checkbox"/> DTA RCD RECALL DISPLACE <input type="checkbox"/> DTA PNC POS NUM CHANGE <input type="checkbox"/> DTA TMP INTERIM INTERNAL <input type="checkbox"/> DTA TIA TEMP INT > 120 ENDS _____ <input type="checkbox"/> DTA CIM CANCEL INTERIM <input type="checkbox"/> DTA EIT END INT TEMP <input type="checkbox"/> PAY RTC RATE <input type="checkbox"/> PRO PRO PROMOTION <input type="checkbox"/> XFR TRW TRAN W/IN AGENCY <input type="checkbox"/> XFR TRB TRAN BTWN AGENCY	
TERMINATION		LEAVES	
<b>Action Reason</b> <input type="checkbox"/> RET DIR DISABILITY RET <input type="checkbox"/> RET RET RETIRED <input type="checkbox"/> TER RES RESIGNED - REG _____ WRITTEN _____ ORAL _____ <input type="checkbox"/> TER DEA DECEASED <input type="checkbox"/> TER REM REMOVED <input type="checkbox"/> TER PRB PROB REMOVAL <input type="checkbox"/> TER LOF LAID OFF <input type="checkbox"/> TER UNR UNCLAS TERM <input type="checkbox"/> TER ORM OTHER REMOVAL <input type="checkbox"/> TER CAP CANCEL APPT <input type="checkbox"/> TER DBS DISABILITY SEP NO INSURANCE REINSTATE BY _____ <input type="checkbox"/> TER DSI DISABILITY SEP WITH INSURANCE ONLY REINSTATE BY _____ <input type="checkbox"/> TER IMS INTERIM SEP <input type="checkbox"/> TER TMP END TEMP EXT <input type="checkbox"/> TER NGS RESIGNED - NOT IN GOOD STANDING <input type="checkbox"/> TER NRR RESIGNED - NOT RECOM FOR REHIRE <input type="checkbox"/> TER EFT END FIXED TERM		<b>Action Reason</b> <input type="checkbox"/> PLA MLF MILITARY LEAVE - FEDERAL <input type="checkbox"/> PLA MLS MILITARY LEAVE - STATE <input type="checkbox"/> PLA PLB PERSONAL LV - BARGAINING UNIT <input type="checkbox"/> PLA BEL EDUCATIONAL LV - BARGAINING UNIT <input type="checkbox"/> PLA ETA ESTABLISHED TERM <input type="checkbox"/> PLA VCS VOLUNTARY COST SAVINGS <input type="checkbox"/> PLA UNI UNION LEAVE <input type="checkbox"/> LOA EED EDUCATIONAL LV - EXEMPT <input type="checkbox"/> LOA PRS PERSONAL LV - EXEMPT <input type="checkbox"/> LOA SEI SEASONAL INTERRUPTION <input type="checkbox"/> LOA ETA ESTABLISHED TERM <b>DISCIPLINE</b> <b>Action Reason</b> <input type="checkbox"/> SUS SUS SUSPENSION ENDS _____ <input type="checkbox"/> DTA DVD LEAVE DEBIT DAYS/HOURS _____ <input type="checkbox"/> DTA DFN PENALTY FINE DAYS/HOURS _____ <input type="checkbox"/> DTA DWS WORKING SUSP DAYS/HOURS _____ <b>RETURN FROM LEAVE</b> <b>Action Reason</b> <input type="checkbox"/> RFL RFL RETURN FROM LEAVE <input type="checkbox"/> RFL MIL RETURN FROM MILITARY <b>INITIAL PROBATIONARY PERIOD</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	
DATE OF LAST PROMOTION	CERTIFICATION NO.	DATE OF CONTINUOUS SERVICE	STANDARD HOURS
REMARKS LETTER OF AGREEMENT AND CIVIL SERVICE APPLICATION ATTACHED.			
ACCOUNTING INFO/BENEFITS EMPL CLASS _____ OFFCR CD _____ BENEFIT PGM _____ ACCT INFO _____			

ALL ITEMS ON PRE-MIRE FORM HAVE BEEN COMPLETED

APPROVAL OF APPOINTING AUTHORITY SIGNATURE

DATE

APPROVED

DISAPPROVED

Certification

SIGNATURE OF RELEASING AUTHORITY

DATE

SIGNATURE APPROVER

DATE



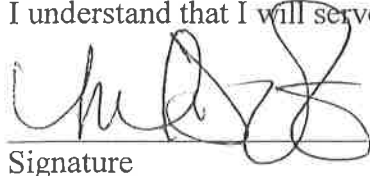
STATE OF OHIO  
OFFICE OF THE ATTORNEY GENERAL  
MARC DANN, ATTORNEY GENERAL

Human Resources

30 E. Broad St., 16<sup>th</sup> Fl.  
Columbus, OH 43215  
Telephone: (614) 466-8911  
Facsimile: (614) 728-7582  
www.ag.state.oh.us

I, MICHAEL TROUT, ~~accept~~ the transfer from Medicaid Special Agent to BCI Special Agent within the Major Crimes/Special Investigation Unit of the Bureau of Criminal Identification & Investigation of the Attorney General's Office, effective December 9, 2007

I understand that I will serve a 220 day probationary period.

  
Signature

12-07-2007  
Date

RECEIVED  
2007 DEC - 7 AM 8:46  
HUMAN RESOURCES  
ATTORNEY GENERAL  
OFFICE

New  
20075125

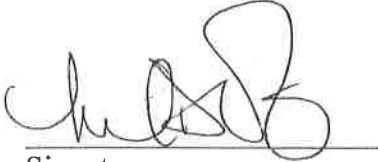


STATE OF OHIO  
OFFICE OF THE ATTORNEY GENERAL  
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Columbus, OH 43215  
Telephone: (614) 466-8911  
Facsimile: (614) 728-7582  
[www.ag.state.oh.us](http://www.ag.state.oh.us)

I, Michael Trout, BCI & 1 Special Agent, with the Bureau of Criminal Identification and Investigation of the State of Ohio Office of the Attorney General, agree to a change in headquarter county from Franklin to Athens County, effective the pay period beginning December 9, 2007.

  
Signature

12/18/2007  
Date



# Ohio Civil Service Application

for State and County Agencies

GEN-4268 (Revised 01/98)

The state of Ohio is an Equal Opportunity Employer and provider of ADA services.

Please submit one application per position or examination to the address indicated on the job posting or examination announcement. Copies are acceptable. Applications lacking sufficient information will be rejected. It is your responsibility to assure that your application is received or postmarked by the closing date, as required by the hiring agency. Please be sure to fill out both sides of this form. Also please note that this completed form will become a public record when submitted to a government agency.

If applying for a **VACANT POSITION**, fill in the information in the area below:

Job Title BCI&I Special Agent Position Control Number (PCN) 07-06-060  
Agency Ohio Attorney General's Office Deadline Date 6/18/07

If applying for a **CIVIL SERVICE EXAMINATION**, fill in the information in the area below. For civil service examinations, a résumé may *not* be used as a substitute for completing this application. Check the "Military Credit Claim" box to request Military Credit. **NOTE:** In order to claim U.S. military service credit on your examination score, you must submit a *copy* of your Honorable Separation from active duty or DD214 with this application, and be a current resident of the state of Ohio.

Exam Title \_\_\_\_\_ Exam No. \_\_\_\_\_

Deadline Date 06/18/07 ☐ Military Credit Claim

## SUMMARY OF QUALIFICATIONS

In the area below, describe briefly the experience, education, training and other factors that qualify you for the position or examination for which you are applying. Refer to the **Minimum Qualifications** and any **position-specific qualifications** posted for this position or examination. *Be sure to provide details of your background on the other side of this application.*

I am currently employed as a Special Agent with the Ohio Attorney General's Office, Health Care Fraud Section. I currently conduct criminal investigations regarding Health Care Fraud concerning Medicaid providers. The investigations include covert and overt operations, collecting and preserving evidence, interviewing witnesses and suspects, writing reports, and working with prosecuting attorneys on the State, Federal, and local levels. Prior to being employed with the Ohio Attorney General's Office I was employed as a Police Officer with the Ohio University Police Department. I was employed with the police department for 10.5 years. The Madison County Sheriff's Office currently holds my peace officer commission.

## DO NOT WRITE IN THIS SPACE - FOR INTERNAL USE ONLY

☐ APPROVED ☐ ANALYST ☐ DISAPPROVED ☐ EDUCATION ☐ EXPERIENCE ☐ LATE ☐ INCOMPLETE ☐ OTHER

## PERSONAL INFORMATION

Last Name Trout First Name Michael Middle Initial D

Home Address \_\_\_\_\_

City \_\_\_\_\_ State OH Zip \_\_\_\_\_ County \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: ( 614 ) 466-0722

Social Security Number \_\_\_\_\_

The following information will be used only if it is directly related to the position or examination for which you are applying:

- |   | YES                                 | NO                                  |
|---|-------------------------------------|-------------------------------------|
| 1. Are you willing and able to secure an Ohio Driver License, if a license is required? ..        | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 2. If the position requires travel, can you supply your own transportation? .....                 | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 3. Have you ever been employed in the state or county service in Ohio? .....                      | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| If you are currently a State employee: Job Title <u>Medicaid Special Agent</u> B.U. <u>FOP 46</u> |                                     |                                     |
| 4. Have you ever been convicted of a felony? .....  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| (A felony conviction may not automatically exclude you from consideration.)                       |                                     |                                     |

If you answered "YES" to question #3 or #4, please explain fully, indicating by number the question to which you are responding. #3 - Ohio Attorney General's Office

## LICENSES, REGISTRATION, AND CERTIFICATES

Be sure to include any valid driver license or commercial driver license if required for the job title.

License/Certification Issued by	Field/Trade/Specialization	License/Certificate Number	Expires
Ohio Driver's License			01/09
OPOTC	Peace Officer	n/a	n/a

## SOCIAL SECURITY NUMBER NOTICE

Social Security Numbers (SSNs) are used to match individuals with their application/examination file. Disclosure of your SSN is voluntary; however, a nine-digit number is necessary to process your application. Upon appointment and pursuant to Section 5101.312 of the Revised Code and certain other laws and regulations, a request for a SSN is mandatory. Your SSN may be used for purposes including but not limited to the following: Identification of obligors under child support orders, detection of welfare fraud, processing background checks and tax information or general employee identification.

## CERTIFICATION

I certify that the answers I have made to all of the questions in this application are true and complete to the best of my knowledge. I understand that if this application is not completed in entirety, it will not be processed and I will be automatically disqualified. I understand that I am responsible for the correctness of this application. I also understand that a background check may be required prior to employment, and that, in accordance with the Drug-Free Workplace Program, drug testing may be required. I waive all provisions of law forbidding colleges or universities which I attended, or past employers, from disclosing any information which they acquired relevant to my employment. I consent that they may disclose such information to the Human Resources Division, Department of Administrative Services, and/or the agency that holds the vacancy for which I am applying and to appropriate officials for recruitment purposes. I understand that any offer of employment is conditional upon proof of legal authorization to work in the United States as required by the Immigration Reform and Control Act.

APPLICANT SIGNATURE

*Michael D. Trout*

DATE 6/11/07

### EXPERIENCE

In the areas below, please list your past work experience beginning with your most recent employment. Military experience and volunteer work may also be included as employment. **NOTE:** In order to be considered for employment, you must fill in the information below, accurately and completely. You may submit a résumé *in addition to* completing this section. If applying for a civil service examination, only the information provided below will be considered. A résumé may not be used.

**If you need additional space, attach extra copies of this page.**

Employer Ohio Attorney General, HCF Phone ( 614 ) 466-0722  
Address 150 E. Gay St. 17th fl.  
City Columbus State OH Zip 43215  
Reason for Leaving Current employment  
Job Title Special Agent Job Duties Conduct criminal investigations into allegations of Medicaid Fraud.

From 02 / 22 / 2005  
Month Day Year  
To 02 / 21 / 2005  
Month Day Year  
Salary \$25.00  
Supervisor's Name and Title SAS. Steve Wozniak

Employer Ohio University Police Phone ( 740 ) 593-1911  
Address 135 Scott Quad.  
City Athens State OH Zip 45701  
Reason for Leaving Career Advancement  
Job Title Police Officer Job Duties Enforced criminal and city ordinances. Investigated various crimes, collected evidence, trained other police officers, and conducted community oriented policing.

From 08 / 08 / 1994  
Month Day Year  
To 02 / 21 / 2005  
Month Day Year  
Salary \$21.40  
Supervisor's Name and Title Lt. Steve Noftz

Employer \_\_\_\_\_ Phone ( \_\_\_\_\_ )  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
Job Title \_\_\_\_\_ Job Duties \_\_\_\_\_

From \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year  
To \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year  
Salary \_\_\_\_\_  
Supervisor's Name and Title \_\_\_\_\_

Employer \_\_\_\_\_ Phone ( \_\_\_\_\_ )  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
Job Title \_\_\_\_\_ Job Duties \_\_\_\_\_

From \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year  
To \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year  
Salary \_\_\_\_\_  
Supervisor's Name and Title \_\_\_\_\_

Employer \_\_\_\_\_ Phone ( \_\_\_\_\_ )  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
Job Title \_\_\_\_\_ Job Duties \_\_\_\_\_

From \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year  
To \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year  
Salary \_\_\_\_\_  
Supervisor's Name and Title \_\_\_\_\_

### EDUCATION

High School Graduate? ☐ NO ☒ YES

Name and Location of High School (city and state) Alexander High School Albany, OH

GED Certificate Number \_\_\_\_\_ GED Issued by \_\_\_\_\_

Are you currently attending school (for College Intern and Student Help positions)?

☒ NO ☐ YES Level: \_\_\_\_\_

### POST-HIGH SCHOOL EDUCATION

INCLUDING TECHNICAL SCHOOL, BUSINESS SCHOOL, PROFESSIONAL SCHOOL, COLLEGE AND UNIVERSITY

SCHOOL NAME AND LOCATION	MAJOR AREA(S) OF STUDY	TYPE OF DEGREE OR CERTIFICATION
Ohio University Athens, OH	Sociology	BA
Ohio University Athens, OH	Public Admin.	MA

Please list below the specific course work areas at the high school level or beyond relevant to the position or examination for which you are applying. Also indicate the number of courses you have successfully completed in each area. **NOTE:** A transcript may *not* be substituted for this section, although you may be required to submit a transcript.

COURSE WORK AREA	NO. OF COURSES	COURSE WORK AREA	NO. OF COURSES
Criminology	1		
Juvenile Delinquency	1		
Deviant Behavior	1		
Psychology	numerous		
Sociology	numerous		
Social Psychology of Justice	1		
Various other courses	numerous		

### TRAINING AND OTHER QUALIFICATIONS

(Do not include coursework already described above)

SUBJECT OR TITLE OF TRAINING	ORGANIZATION	LENGTH OF TRAINING
Ohio Peace Officer Training Acad.	Ohio State H.P	14 WKS

List special equipment or machines you can operate: Motor vehicle, handgun, shotgun

List computer software in which you have skill, including word processing, spreadsheet, and database programs. Please indicate the name of the specific software:  
Microsoft Excel, Word, Access, LEADS, Medicaid Management Information System

List special clerical skills, including typing and shorthand:

Typing Speed: \_\_\_\_\_

List any additional relevant skills you have:

<b>POSITION  DESCRIPTION</b>	<b>OHIO DEPARTMENT OF  ADMINISTRATIVE  SERVICES</b>	Name <b>ROUT, MICHAEL</b>  ATTORNEY GENERAL 055-000
		Division/Unit: <b>BCI MAJOR CRIMES SPECIAL INVESTIGATIONS UNIT</b>
	<b>PERSONNEL DIVISION</b>	

Class No <b>26131 AG</b>	Class Title: <b>BCI&amp;I Special Agent</b> Position No. <b>20075125</b>
--------------------------	--

<input checked="" type="checkbox"/> State Agency <input type="checkbox"/> Reassign/Reassignment <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Renum/Update (X/U)	County of Employment <b>ATHENS</b>
---	------------------------------------

Usual Working Title of Position <b>Special Agent</b>	Position No. and Title of Immediate Supervisor 20003469 Special Agent Supervisor 1
---	---

HOURS FROM: <b>40 hours per week as Bureau needs dictate</b>	FLEX HOURS:
--	-------------

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	JOB DUTIES IN ORDER OF IMPORTANCE	MINIMUM ACCEPTABLE CHARACTERISTICS
85	Under general supervision, serves as case agent in conducting criminal felony investigations in narcotics & organized crime to include both overt & covert investigations as requested by law enforcement agencies; independently investigates homicides, rapes, aggravated assault, environmental enforcement cases & cases involving specialized investigations or services; etc.; assumes total case responsibility for collection & preservation of evidence; locates & interviews witnesses, suspects & other knowledgeable persons; prepares & submits investigative reports for administrative or court actions; assists in making arrests, takes confessions; reviews reports of assisting agents; checks technical evidence for court submission; confers with prosecuting attorneys & testifies in court.	Knowledge of criminal investigations, agency, state & federal statutes, rules, regulations & procedures applicable to crimes &/or violations under investigation*, case preparation*, criminal evidence & procedure*, behavioral or social science (i.e., psychology, sociology, criminology), physical or biological science (e.g., chemistry, physics), written communication (e.g., English composition & grammar, technical writing, business communication), oral communication (e.g. speech), interviewing, public relations; Skill in employee training & development; use & operation of equipment (e.g. .38 caliber 2 1/2 inch barreled revolver; 40 caliber semi-automatic), shotgun, metal detector, two-way radio, tape recorder, camera*; Ability to define problems, collect data, establish facts & draw valid conclusions, maintain accurate records, prepare meaningful, concise & accurate reports, gather, collate & classify information about people, places or things, handle sensitive inquiries from & contact with officials & general public, deal with problems involving several variables in familiar context, prepare & deliver speeches before specialized audiences & general public, cooperate with co-workers on group projects.
10	Serves as liaison to & works in cooperation with all other levels of law enforcement agencies, universities, communities & surroundings: delivers speeches to groups on crime awareness & prevention; maintains skill in firearms & self-defense; collects, evaluates & forwards criminal intelligence information.	
5	Serves as instructor for special agent & police officer training in specialized areas to include homicide, crime search investigation, rape investigation, evidence collection, controlled drugs, gambling & environmental investigations.	
List PCN & Class Titles of positions directly supervised.		

Signature \_\_\_\_\_ Date **12/15/07**





# OFFICE OF THE SHERIFF ATHENS COUNTY, OHIO

**VERNON R. CASTLE  
SHERIFF**

13 W. WASHINGTON ST., SUITE 100  
ATHENS, OHIO 45701

740/593/6633  
FAX 740/594/1374

December 5, 2007

Agent Larry Willis  
BCI & I  
P.O. Box 365  
London, OH 43140

RE: Assistance with burglary investigations

Dear Larry,

I wanted to take a minute to extend my gratitude for your assistance with the burglary cases that you assisted with last week. As you are aware there were 5 search warrants executed, multiple crime scenes processed which resulted in over 20 felony charges being filed spanning to a four county area. I am aware that there were over 27 consecutive hours devoted to this Criminal Organized Crime spree that netted the perpetrators.

I believe your contribution to this effort reflects your dedication to your profession. I know that Sgt. Flickenger found your assistance and expertise invaluable. Again, thank you.

Sincerely,

A handwritten signature in cursive script, appearing to read "Vernon R. Castle".

Vernon R. Castle  
Athens County Sheriff

Cc: Dave Myer ✓

**PERSONNEL  
ACTION  
STATE OF OHIO**

AGENCY  
FROM: **ATTORNEY GENERAL**

DIVISION OR INSTITUTION

UNIT OR OFFICE  
**HEALTH CARE FRAUD**

DATE STAMP

TO:

NAME FROM: <b>TROUT</b> <b>MICHAEL</b>		SEX M	DATE OF BIRTH MO: 1 DAY: 3 YR: 72			MARITAL STATUS	EDUCATION NO OF YEARS: 18 DEGREE: MA MAJOR: PUB ADMIN	
ADDRESS FROM: [REDACTED]		CITY [REDACTED]	STATE OH		ZIP CODE [REDACTED]	COUNTY [REDACTED]		
EFFECTIVE DATE FROM: <b>07/01/06</b>		DEPARTMENT ID FROM: <b>505410</b>	POSITION NO. <b>20004428</b>	UNION CODE P46	BARG UNIT 46	BU FLAG 9	PERM / TEMP PERM	FULL/PART FULL
JOB CODE TITLE FROM: <b>MEDICAID SPECIAL AGENT</b>		JOB CODE 26141	GRADE 32	STEP 3	BASE RATE \$24.27	LONG 0	SUPPL. 0	TOTAL \$24.27
NATIONAL ID [REDACTED]		EMPLOYEE ID [REDACTED]						

HIRE	CHANGE (DATA-POSITION-TRANSFER-PROMO-DEMOTION)	TERMINATION	LEAVES
<b>Action Reason</b> <input type="checkbox"/> HIR EMR EMERGENCY <input type="checkbox"/> HIR PER PERMANENT <input type="checkbox"/> HIR TEM TEMPORARY <input type="checkbox"/> HIR SEA SEASONAL <input type="checkbox"/> HIR INT INTERMITTENT <input type="checkbox"/> HIR FTS FIXED TERM SALARIED <input type="checkbox"/> HIR DIM FIXED TERM PER DIEM <input type="checkbox"/> HIR EXI INTERIM EXTERNAL <input type="checkbox"/> HIR ETR ESTAB TERM REG <input type="checkbox"/> HIR ETI ESTAB TERM IRREG <input type="checkbox"/> HIR PRJ PROJECT EMPLOYEE <b>REHIRE</b> <b>Action Reason</b> <input type="checkbox"/> REH REH REHIRE <input type="checkbox"/> REH REL REEMPLOY LAYOFF APPT TYPE _____ <input type="checkbox"/> REH RCL RECALL LAYOFF APPT. TYPE _____ <input type="checkbox"/> REH RSP REINST SEP <input type="checkbox"/> REH RTP REINST 3RD PARTY <input type="checkbox"/> REH RET RETURN FROM RETIREMENT	<b>Action Reason</b> <input type="checkbox"/> DEM DEM DEMOTION <input type="checkbox"/> DTA SCS CIVIL SERV STATUS <input type="checkbox"/> DTA APC APPT CHNG TO _____ <input type="checkbox"/> DTA XLV EXTEND LEAVE DATE <input type="checkbox"/> DTA RNP REASSIGN NO PAY IN <input type="checkbox"/> DTA RPI REASSIGN PAY INCR <input type="checkbox"/> DTA RPT REASSIGN 3RD PTY <input type="checkbox"/> DTA TWL TEMP WORK LVL ENDS _____ JOB CODE _____ RATE _____ STEP _____ <input checked="" type="checkbox"/> DTA SVC SERVICE CHANGE <input type="checkbox"/> DTA SSN SSN CORRECTION <input type="checkbox"/> DTA DCP DAS CLASS PLAN <input type="checkbox"/> DTA ETW END TWL <input type="checkbox"/> DTA HQC HQ LOCATN CHNG <input type="checkbox"/> DTA LAT LATERAL CLASS CHNG <input type="checkbox"/> DTA NAM NAME CHANGE <input type="checkbox"/> DTA PGC PAY GROUP CHANGE <input type="checkbox"/> DTA DPL DISPLACEMENT <input type="checkbox"/> DTA RCD RECALL DISPLACE <input type="checkbox"/> DTA CIM CANCEL INTERIM <input checked="" type="checkbox"/> DTA TMP INTERIM INTERNAL <input type="checkbox"/> PAY RTC RATE <input type="checkbox"/> POS POS POSITION CHANGE <input type="checkbox"/> PRO PRO PROMOTION <input type="checkbox"/> XFR TRW TRAN W/IN AGCY <input type="checkbox"/> XFR TRB TRAN BTWN AGCY	<b>Action Reason</b> <input type="checkbox"/> RET DIR DISABILITY RET <input type="checkbox"/> RET RET RETIRED <input type="checkbox"/> TER RES RESIGNED - REG WRITTEN _____ ORAL _____ <input type="checkbox"/> TER DEA DECEASED <input type="checkbox"/> TER REM REMOVED <input type="checkbox"/> TER PRB PROB REMOVAL <input type="checkbox"/> TER LOF LAID OFF <input type="checkbox"/> TER UNR UNCLAS TERM <input type="checkbox"/> TER ORM OTHER REMOVAL <input type="checkbox"/> TER CAP CANCEL APPT <input type="checkbox"/> TER DBS DISABILITY SEP NO INSURANCE REINSTATE BY _____ <input type="checkbox"/> TWP DSI DISABILITY SEP WITH INSURANCE REINSTATED BY _____ <input type="checkbox"/> TER IMS INTERIM SEP <input type="checkbox"/> TER NGS RESIGNED - NOT IN GOOD STANDING <input type="checkbox"/> TER NRR RES - NOT RECOM FOR REHIRE <input type="checkbox"/> TER EFT END FIXED TERM	<b>Action Reason</b> <input type="checkbox"/> PLA MLF MILITARY LEAVE - FEDERAL <input type="checkbox"/> PLA MLS MILITARY LEAVE - STATE <input type="checkbox"/> PLA PLB PERSONAL LV - BARG UNIT <input type="checkbox"/> PLA ETA ESTABLISHED TERM <input type="checkbox"/> PLA BEL EDUCATIONAL LV - BARG UNIT <input type="checkbox"/> PLA VCS VOLNTRY COST SAVINGS <input type="checkbox"/> PLA UNI UNION LEAVE <input type="checkbox"/> LOA EED EDUCATIONAL LV - EXEMPT <input type="checkbox"/> LOA SEI SEASONAL <input type="checkbox"/> LOA PRS PERSONAL LV - EXEMPT <b>DISCIPLINE</b> <b>Action Reason</b> <input type="checkbox"/> SUS SUS SUSPENSION <input type="checkbox"/> DTA DVD LEAVE DEBIT <input type="checkbox"/> DTA DFN PENALTY FINE <input type="checkbox"/> DTA DWS WORKING SUSP <b>RETURN FROM LEAVE</b> <b>Action Reason</b> <input type="checkbox"/> RFL RFL RETURN FROM LEAVE <input type="checkbox"/> RFL MIL RETURN FROM MILITARY

DATE OF LAST PROMOTION	CERTIFICATION NO.	DATE OF CONTINUOUS SERVICE	STANDARD HOURS	ACCOUNTING INFO/BENEFITS
REMARKS <b>PER FOP BU 46, PLEASE CREDIT PRIOR SVC OF 14 YRS &amp; 219 WITH OHIO UNIVERSITY , RETRO TO 07/01/06</b>				EMPL CLASS OFFCR CD BENEFIT PGM ACCT INFO

<input type="checkbox"/> ALL ITEMS ON PRE-HIRE FORM HAVE BEEN COMPLETED <b>APPROVAL OF APPOINTING AUTHORITY SIGNATURE</b> <i>Marc Dana / [Signature]</i>	<b>DATE</b> 4/29/07	<input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED <b>SIGNATURE APPROVER</b> <i>Hugh Quill / [Signature]</i>	<b>DATE</b> 4/23/07
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**OHIO**  
UNIVERSITY

Human Resources

November 14, 2006

169 West Union Street  
Human Resources  
and Training Center  
Athens OH 45701-2979State of Ohio Attorney General's Office  
Columbus, OH 43215**VERIFICATION OF PREVIOUS EMPLOYMENT AT OHIO UNIVERSITY**

Name: Michael D. Trout

Social Security Number: [REDACTED]

Dates of Employment: 8/8/1994 to 2/21/2005 Full-Time Police Officer 1 *> 10 years 195 days*

Sick Balance: Previously transferred on letter dated March 14, 2005.

Dates of Employment: 5/19/1990 to 8/7/1994 Part-Time Student Hourly employee  
(Paid bi-weekly as a part-time Student Hourly Employee, based on 26 pay periods in a year)

- Per OU Payroll Department the timesheet records for the 1990 to 1994 student employment period have been destroyed. Retention period is 5 years.
- Did not earn sick leave as a part-time student employee

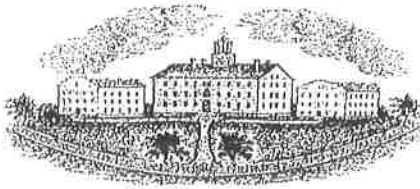
If you have any questions please do not hesitate to contact me at 740-593-1650 or email at [sickels@ohio.edu](mailto:sickels@ohio.edu)

Cheryl L. Sickels, Human Resources Records Specialist  
Ohio University Human Resources

xc:File

*10 195 FT  
4 24 PT  
1421 9 days*

Office of the  
Vice President  
For Finance



214 HDL Center  
Athens, OH 45701-2979

# OHIO UNIVERSITY

November 22, 2006

To Whom It May Concern:

This letter is to verify that Michael Trout, Social Security Number [REDACTED] is an ex-employee with Ohio University.

His start date was May 19, 1990 to August 07, 1994 as a part time student. Then from August 08, 1994 to February 20, 2005 he was a full time classified employee. He was a Police Officer for the department of Campus Safety.

A break down of number of pay periods goes as follows:

student time	classified time		
1990 15 bi-weekly pays	1994 9 bi-weekly pays	2001 13 bi-weekly pays	
1991 26 bi-weekly pays	1995 26 bi-weekly pays	2002 26 bi-weekly pays	
1992 26 bi-weekly pays	1996 26 bi-weekly pays	2003 26 bi-weekly pays	
1993 26 bi-weekly pays	1997 26 bi-weekly pays	2004 26 bi-weekly pays	
1994 13 bi-weekly pays	1998 26 bi-weekly pays	2005 7 bi-weekly pays	
<b>TOTAL 106</b>	1999 26 bi-weekly pays		
	2000 26 bi-weekly pays	<b>TOTAL 263</b>	

If we can be of any further assistance, please contact us at above address, Fax (740) 597-2137 or by telephone (740) 593-0080.

Sincerely,

*Jennifer Martin*  
Jennifer Martin  
Payroll Records Specialist

jm

*103 x 14 = 1484*  
*4 years + 24 days*



STATE OF OHIO  
OFFICE OF THE ATTORNEY GENERAL

JIM PETRO, ATTORNEY GENERAL

PROTECTIVE SERVICES  
RECEIVED

BARGAINING UNIT  
EMPLOYEE PERFORMANCE REVIEW

Name (Last)		(First)	(MI)	Soc. Sec.	Evaluation Deadline			
Trout		Michael	D.	[REDACTED]	2006 JUN 12 A 11:10			
Agency/Division		C.B. Unit	Section/Unit		Rating Period			
ATTORNEY GENERAL		46	Health Care Fraud		11/05-06/06			
					Classification Title			
					Medicaid Special Agent			
					Mid-Probation	Final Probation	Annual	Special
					<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PERFORMANCE DIMENSIONS		Expectation Ratings			RATER COMMENTS Use spaces below for comments. Written comments MUST be provided for each performance dimension. Use additional sheets if necessary.			
		Meets	Below	Above				
QUANTITY Generates amount of work expected		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	See attached comments			
QUALITY Completes work in an accurate, neat, well-organized, thorough and applicable manner		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See attached comments			
TIMELINESS Accomplishes required work on schedule		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See attached comments			
TEAM EFFORT/COOPERATION Contributes to group effort, Establishes positive working relationships with others.		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	See attached comments			
DIRECTING/COORDINATING BEHAVIOR OF OTHERS Describes and explains activities. Directs and instructs individuals to accomplish tasks. Ensures well-being of individuals within scope of responsibility.		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	See attached comments			
DEALING WITH DEMANDING SITUATIONS Demonstrates control of self and others under trying circumstances.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See attached comments			
ADHERING TO PROCEDURES Knows the rules and regulations and follows them without being reminded.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See attached comments			
COMMUNICATING Understands written and oral instructions. Relays appropriate information in a clear, concise manner.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See attached comments			
I have prepared this performance review:					I have read the above: I have <input checked="" type="checkbox"/> responded on an attached sheet of paper. I understand that any and all attachments to this evaluation will be placed in my permanent personnel file. My signature may not indicate agreement with the above.			
Rater Signature 					Employee Comments: Employee Signature 			
Reviewer Comments: <i>We are excited about Mike's progress.</i>					05/09/06			
Reviewer Signature 								
Appointing Authority 								

1. **QUANTITY**  
SA Trout has completed an above average amount of reports and indictments for this time period, while at the same time working an exceptionally complex case requiring under cover operations, surveillance, interviews and multiple search warrants.
2. **QUALITY**  
SA Trout's ~~investigative~~ reports are complete and thorough. Although he still needs slight improvement in his proof reading the final product he easily meets the standards for the MFCU.
3. **TIMELINESS**  
SA Trout turns all of his assignments in on time. He is self-motivated and needs no direct supervision in this area.
4. **TEAM EFFORT/COOPERATION**  
SA Trout has shown a great ability to work with other agencies, e.g. O.I.G., B.W.C. and Municipal and County Law Enforcement. Special Agent Trout works closely with each member of his team, providing assistance as needed.
5. **DIRECTING/COORDINATING BEHAVIOR OF OTHERS**  
SA Trout has had several cases during this investigation in which he was required to co-ordinate the use of several teams to conduct simultaneous interviews of targets and witnesses, conduct multiple search warrants in a short period of time and monitor undercover operations, which he accomplished in a professional manner.
6. **DEALING WITH DEMANDING SITUATIONS**  
Special Agent Trout requires minimal supervision in this area.
7. **ADHERING TO PROCEDURES**  
Special Agent Trout has no difficulty adhering to the rules and standards established by the MFCU.
8. **COMMUNICATING**  
SA Trout writes clear and concise reports. SA Trout communicates effectively with his supervisor.



STATE OF OHIO  
OFFICE OF THE ATTORNEY GENERAL  
JIM PETRO, ATTORNEY GENERAL

PROTECTIVE SERVICES

RECEIVED

Evaluation Deadline 2005 NOV 21 P 3:45

Rating Period

07/01/05-11/18/05

Classification Title

Medicaid Special Agent

Name (Last)		(First)	(MI)	Soc. Sec.
Trout		Michael	DD	[REDACTED]
Agency/Division		C.B. Unit	Section/Unit	
ATTORNEY GENERAL		46	Health Care Fraud	

PERFORMANCE DIMENSIONS	Expectation Ratings		
	Meets	Below	Above
<b>QUANTITY</b> Generates amount of work expected	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>QUALITY</b> Completes work in an accurate, neat, well-organized, thorough and applicable manner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>TIMELINESS</b> Accomplishes required work on schedule	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>TEAM EFFORT/COOPERATION</b> Contributes to group effort, Establishes positive working relationships with others.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>DIRECTING/COORDINATING BEHAVIOR OF OTHERS</b> Describes and explains activities. Directs and instructs individuals to accomplish tasks. Ensures well-being of individuals within scope of responsibility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>DEALING WITH DEMANDING SITUATIONS</b> Demonstrates control of self and others under trying circumstances.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>ADHERING TO PROCEDURES</b> Knows the rules and regulations and follows them without being reminded.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>COMMUNICATING</b> Understands written and oral instructions. Relays appropriate information in a clear, concise manner.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**RATER COMMENTS**

Use spaces below for comments. Written comments MUST be provided for each performance dimension. Use additional sheets if necessary.

See attached comments

See attached comments

See attached comments

See attached comments

See attached comments

See attached comments

See attached comments

See attached comments

I have prepared this performance review:

Rater Signature

Reviewer Comments:

Reviewer Signature

Date

Appointing Authority

Date

I have read the above: I have ☐ have not ☒ responded on an attached sheet of paper. I understand that any and all attachments to this evaluation will be placed in my permanent personnel file. My signature may not indicate agreement with the above.

Employee Comments:

Employee Signature

*[Handwritten signature]*

1. **QUANTITY**  
SA Trout has completed above the average amount of reports and indictments (4) for this time period. His investigative work has improved considerably in the last 5 months
2. **QUALITY**  
SA Trout's ~~investigative~~ reports are complete, and during the last five months he has met the ~~standards~~ required of him for his report writing. He has greatly improved during this reporting period.
3. **TIMELINESS**  
SA Trout turns all of his assignments in on time. He is self-motivated and needs no direct supervision in this area.
4. **TEAM EFFORT/COOPERATION**  
SA Trout has shown a great ability to integrate quickly with the unit, working well with all team members.
5. **DIRECTING/COORDINATING BEHAVIOR OF OTHERS**  
SA Trout has had limited opportunity to perform in this area of the evaluation process during his time with the unit. I feel from observation that SA Trout will have no problems in this area in the future.
6. **DEALING WITH DEMANDING SITUATIONS**  
Special Agent Trout requires minimal supervision in this area.
7. **ADHERING TO PROCEDURES**  
Special Agent Trout has no difficulty adhering to the rules and standards established by the MFCU.
8. **COMMUNICATING**  
I foresee no problems in the future in this area. SA Trout writes clear and concise reports. At this time in SA Trout's probationary period I believe<sup>4</sup> he is progressing at an expected rate.





STATE OF OHIO  
OFFICE OF THE ATTORNEY GENERAL  
JIM PETRO, ATTORNEY GENERAL

30 E. Broad St., 17th Fl.  
Columbus, OH 43215-3428  
Telephone: (614) 466-4320  
Facsimile: (614) 466-5087  
www.ag.state.oh.us

July 18, 2005

Mr. Michael Trout

Dear Mr. Trout:

This is to inform you your request for outside employment has been approved. You indicated that you are employed by the Athens Police Department as a Reserve Police Officer.

Although this outside employment has been approved, we remind you that you are prohibited from conducting your part time employment, in any capacity, during Attorney General working hours. Servicing government clients and elected officials through your outside employment will also be prohibited. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours. If outside work activity does cause or contribute to job-related problems, the outside employment must be terminated.

Please contact the Human Resources Department if you wish to engage in any other outside employment.

Sincerely,

JIM PETRO  
ATTORNEY GENERAL

A handwritten signature in black ink, appearing to read "M. Kish", is written over the typed name of Megan Kish.

Megan Kish  
Director of Human Resources

cc: Mr. John Guthrie, Senior Deputy Attorney General  
Ms. Keesha Mitchell, Deputy Attorney General  
✓ File

## ATTORNEY GENERALS OFFICE

JUL 13 2005

## OUTSIDE EMPLOYMENT FORM

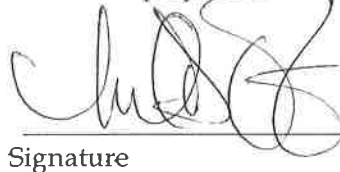
RECEIVED  
CONSTITUTIONAL OFFICESName (please print): MICHAEL D. TROUT Section: MEDICARE FRAUD CONTROL UNITTitle and/or classification: SPECIAL AGENT Date: 03.10.05

Do you currently engage in any occupation, job, or employment other than your current position with the Attorney General's Office? (Do not include non-paid hobbies or volunteer work conducted after work hours.)

Yes X No       

If yes, please answer the following questions:

1. Give a brief description of the duties you perform for the Attorney General's Office:  
INVESTIGATE COMPLAINTS REGARDING MEDICARE FRAUD
2. What are your standard work hours for the Attorney General's Office:  
7:00 AM -> 4:00 PM. MONDAY -> FRIDAY
3. Name of secondary employer (or if self-employed, please indicate):  
ATLANTA POLICE DEPARTMENT
4. Position and duties performed for secondary employer:  
UNPAID RESERVE POLICE OFFICER - BASIC POLICE DUTIES.
5. Number of hours worked each week and normal hours of duty at your secondary employer:  
0
6. Are you financially compensated or given anything of value in return for your secondary employment?

Yes        No 0

Signature

03.10.05  
Date

PLEASE RETURN THIS FORM TO THE HUMAN RESOURCES SECTION.

John Guthrie, Sr. Dep. AG  
Keesha Mitchell, Dep. AG

O.K.  
MK  
6/30  
7.14.05



JIM PETRO  
ATTORNEY GENERAL  
STATE OF OHIO

Last Name: Trout First Name: Michael

In case of emergency, please contact:

Name:

Phone Number:

Relationship:

OR

Name:

Phone Number:

Relationship:

Employee's Cell Phone Number (optional): \_\_\_\_\_

*Please complete and return to the Human Resources Section no later than July 8, 2005.*



STATE OF OHIO  
OFFICE OF THE ATTORNEY GENERAL  
JIM PETRO, ATTORNEY GENERAL

PROTECTIVE SERVICES

2005 JUL -6

Evaluation Deadline  
A-8:57

BARGAINING UNIT  
EMPLOYEE PERFORMANCE REVIEW

HUMAN RESOURCES  
OFFICE

Rating Period

02/22/05-07/01/05

Classification Title

Medicaid Special Agent

Name (Last)	(First)	(MI)	Soc. Sec.
Trout	Michael		
Agency/Division	C.B. Unit	Section/Unit	
ATTORNEY GENERAL	46	Health Care Fraud	

Mid-Probation	Final Probation	Annual	Special
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PERFORMANCE DIMENSIONS	Expectation Ratings			RATER COMMENTS
	Meets	Below	Above	
<b>QUANTITY</b> Generates amount of work expected	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SA Trout generates the appropriate amount of investigative material and can be relied upon to provide the necessary documentation.
<b>QUALITY</b> Completes work in an accurate, neat, well-organized, thorough and applicable manner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SA Trout's investigative reports are generally complete, and with further training and time they will easily meet the standard expected by a member of this team and of the MFCU.
<b>TIMELINESS</b> Accomplishes required work on schedule	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SA Trout turns all of his assignments in on time.
<b>TEAM EFFORT/COOPERATION</b> Contributes to group effort,. Establishes positive working relationships with others.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SA Trout has shown a great ability to integrate quickly with the unit, working well with all team members.
<b>DIRECTING/COORDINATING BEHAVIOR OF OTHERS</b> Describes and explains activities. Directs and instructs individuals to accomplish tasks. Ensures well-being of individuals within scope of responsibility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SA Trout has had limited opportunity to perform in this area of the evaluation process during his time with the unit. I feel from observation that SA Trout will have no problems in this area in the future.
<b>DEALING WITH DEMANDING SITUATIONS</b> Demonstrates control of self and others under trying circumstances.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Special Agent Trout requires minimal supervision in this area.
<b>ADHERING TO PROCEDURES</b> Knows the rules and regulations and follows them without being reminded.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Special Agent Trout has no difficulty adhering to the rules and standards established by the MFCU.
<b>COMMUNICATING</b> Understands written and oral instructions. Relays appropriate information in a clear, concise manner.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Special Agent Trout has had minor difficulty in the report writing area of this evaluation but has received training in a positive manner and is quickly adapting to the strict requirements of the MFCU. I foresee no problems in the future in this area.

I have prepared this performance review:

Rater Signature

Reviewer Comments:

Reviewer Signature

Date

Appointing Authority

Date

I have read the above: I have ☒ responded on an attached sheet of paper. I understand that any and all attachments to this evaluation will be placed in my permanent personnel file. My signature may not indicate agreement with the above.

Employee Comments:

Employee Signature

*[Handwritten Signature]*

*[Handwritten Initials]*

# Access - Level 1 (formerly Access Introductory)

Thursday, May 05, 2005

Class Dates: Thursday, May 05, 2005 8:30 AM to 4:30 PM

Instructor(s): Ted Kelly

Students Registered: (5 Total)

Madeline A. Gordon

General Services (Columbus)

(614) 466-2465

AM

PM

Kimberly A. Kirker

POTA (London)

(740) 845-2700

AM

PM

Tancy A. Mason-Phillips

Information Technology (Columbus)

(614) 466-5272

AM

PM

Michael D. Trout

Health Care Fraud (Columbus)

(614) 466-0722

AM

PM

David Wiegand

Environmental (Columbus)

(614) 466-2766

AM

PM



STATE OF OHIO  
OFFICE OF THE ATTORNEY GENERAL  
JIM PETRO, ATTORNEY GENERAL

30 E. Broad St., 17th Fl.  
Columbus, OH 43215-3428  
Telephone: (614) 466-4320  
Facsimile: (614) 466-5087  
www.ag.state.oh.us

March 11, 2005

Mr. Michael D. Trout

Dear Mr. Trout:

This is to inform you that your request for outside employment has been approved. You indicated that you are serving as an unpaid reserve police officer for the Athens Police Department.

Although this outside employment has been approved, we remind you that you are prohibited from conducting your part time employment, in any capacity, during Attorney General working hours. Servicing government clients and elected officials through your outside employment will also be prohibited. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours. If outside work activity does cause or contribute to job-related problems, the outside employment must be terminated.

Please contact the Human Resources Department if you wish to engage in any other outside employment.

Sincerely,

JIM PETRO  
ATTORNEY GENERAL

Megan Kish  
Director of Human Resources

cc: Mr. James V. Canepa, Chief Deputy Attorney General  
Mr. John A. Guthrie, Senior Deputy Attorney General  
File



STATE OF OHIO  
OFFICE OF THE ATTORNEY GENERAL  
JIM PETRO, ATTORNEY GENERAL

30 E. Broad St.  
Columbus, OH 43215-3400  
Telephone: (614) 466-4320  
Facsimile: (614) 466-5087  
www.ag.state.oh.us

SECONDARY EMPLOYMENT INQUIRY

Name (please print): Michael J. Trout Section: Health Care Fraud

Home Address: [REDACTED]

Title and/or classification: MEDICARE SPECIAL AGENT Date: 02-22-05

Do you currently engage in any occupation, job, or employment other than your current position with the Attorney General's Office? (Do not include non-paid hobbies or volunteer work conducted after work hours.)

Yes X No                     

If yes, please answer the following questions:

1. Give a brief description of the duties you perform for the Attorney General's Office:  
INVESTIGATIONS OF MEDICARE FRAUD.
2. What are your standard work hours for the Attorney General's Office:  
7AM - 4PM
3. Name of secondary employer (or if self-employed, please indicate):  
ATHENS POLICE DEPARTMENT
4. Position and duties performed for secondary employer:  
UNPAID RESERVE POLICE OFFICER
5. Number of hours worked each week and normal hours of duty at your secondary employer:  
~~8 HRS A MONTH~~ NONE
6. Are financially compensated or given anything of value in return for your secondary employment?  
Yes                      No X

PLEASE RETURN THIS FORM TO THE HUMAN RESOURCES SECTION WITHIN FIVE (5) WORKING DAYS OF YOUR START DATE

Please send to  
Kent S.

MK 2/28

O.K.  
KMS  
2-28-05



STATE OF OHIO  
OFFICE OF THE ATTORNEY GENERAL  
JIM PETRO, ATTORNEY GENERAL

30 E. Broad St., 17th Fl.  
Columbus, OH 43215-3428  
Telephone: (614) 466-4320  
Facsimile: (614) 466-5087  
www.ag.state.oh.us

## EMPLOYEE ACKNOWLEDGMENT

1. I have read and understand and agree to abide by all the provisions outlined in these policies and understand that these provisions overrule any prior personnel directives and policy statements produced by the Attorney General.
2. I understand that the Attorney General has the right to add, revise and/or update personnel policies and the Policies and Procedures Manual as deemed necessary without prior notice.
3. I understand and agree that nothing in these policies, in any way, creates an express or implied contract of employment between myself and the Attorney General's Office; except as required by a collective bargaining agreement.
4. I understand that it is my responsibility to ask my Senior Deputy Attorney General or the Director of Human Resources if I have any questions concerning the policies, procedures, rules or guidelines of the Office of the Attorney General.

Employee's Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

This form must be completed and returned to Human Resources by November 17, 2004.



EMPLOYEE NEPOTISM FORM

Name: Michael S. Trout  
 Department/Section: MEDICAL FRAUD CONTROL UNIT  
 Classification: SPECIAL AGENT

Attention Human Resources Director:

I have read Section 400.06 of the Policies and Procedures Manual and agree to abide by the Attorney General's policies with respect to Nepotism.

To the best of my knowledge and belief, I am not in violation of this policy. If for any reason my circumstances change, I will immediately notify the Human Resources Department.

List any relatives, as defined in Section 400.06, working within the Attorney General's Office. Provide full details using additional pages if needed. State "none" if such is the case.

Name	Section/Unit	Relationship
<u>N/A</u>	<u>N/A</u>	<u>N/A</u>

EMPLOYEES VIOLATING THIS POLICY WILL BE SUBJECT TO DISCIPLINE UP TO AND INCLUDING TERMINATION.

  
 Signature

03.10.05  
 Date

# POSITION DESCRIPTION

C O DEPARTMENT OF  
ADMINISTRATIVE  
SERVICES

PERSONNEL DIVISION

Name: Trout, Michael

ATTORNEY GENERAL 055-000

Division/Unit: Health Care Fraud

Class No: 26141AG

Class Title: Medicaid Special Agent

Position Control: 4628.0

☒ State Agency  
☐ New Position

☐ Reclasse  
☐ Renewal/Extension (X/U)

County of Employment: Franklin

Usual Working Title of Position

Medicaid Special Agent

Position No. and Title of Immediate Supervisor

4619.0 Medicaid Special Agent Supervisor

HOURS FROM: 7:00 AM

TO: 4:00 PM

FLEX HOURS:

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	JOB DUTIES IN ORDER OF IMPORTANCE	MINIMUM ACCEPTABLE CHARACTERISTICS
50	Conducts investigations & audits of Medicaid providers, criminally prosecutes providers involved in fraud, theft, forgery &/or patient abuse-related crimes (e.g., assaults, rapes, homicides), locates & interviews witnesses, suspects & victims, obtains affidavits, statements & confessions, collects, inventories, preserves & examines evidence & prepares closing recommendation memoranda & conducts in-service training programs (e.g., records search, records analysis, investigative techniques, nursing home audit procedures & evidence collection).	Knowledge of criminal investigation pertaining to Medicare; agency, state &/or federal statutes, rules, regulations & procedures applicable to crimes &/or violations under investigation; case preparation; criminal evidence & procedures; behavioral or social science (e.g., psychology, sociology, criminology); audit procedures; written communications (e.g., English composition & grammar, technical writing, business communication); oral communication (e.g., speech); interviewing; public relations; employee training & development. Skill in operation & use of camera, tape recorder. Ability to define problems, collect data, establish facts & draw valid conclusions; use statistical analysis; prepare meaningful, concise & accurate reports; gather, collate & classify information about data, people or things; prepare & deliver speeches before specialized audiences & general public; handle sensitive inquiries from & contacts with officials & general public.
30	Performs surveillance on suspected targets; performs covert investigations of providers by posing as Medicaid recipient seeking medical treatment or services; coordinates & conducts undercover drug purchases from Medicaid providers; maintains record log (e.g., date, time, events covered) of activities in surveillance & covert investigations; assists prosecutors in preparing witnesses for trial, prepares & serves subpoenas, executes search warrants in conjunction with law enforcement officers & testifies before grand jury & in court.	
10	Coordinates activities with other law enforcement agencies & acts as liaison with administrative & regulatory agencies at federal, state & local level.	
10	Participates in in-service training; participates in meetings; maintains security of evidence; researches court records (e.g., journals, ledgers, deeds, maps & microfilm); photographs physical evidence, injuries & related evidence; delivers speeches to public & private interest groups.	
	<u>Unusual Working Conditions:</u> Requires travel; may be exposed to physical violence. Irregular work hours.	

List PCN & Class Titles of positions directly supervised.

Signature

Date

*Negam Kish (bg) 2/25/05*



STATE OF OHIO  
OFFICE OF THE ATTORNEY GENERAL  
JIM PETRO, ATTORNEY GENERAL

30 E. Broad St.  
Columbus, OH 43215-3400  
Telephone: (614) 466-4320  
Facsimile: (614) 466-5087  
www.ag.state.oh.us

RECEIVED

2005 FEB 28 P 2:44

The following should be completed and returned to the Human Resources Section within two weeks from date of receipt. The Employee Policies and Procedures Manual Receipt will be kept in your personnel file.

**EMPLOYEE POLICIES AND PROCEDURES MANUAL RECEIPT**

I have received a copy of the Policies & Procedures Manual.

I understand that the contents of this Manual are presented for informational purposes only. The policies, procedures and guidelines outlined in this Manual apply to all employees. I understand that all employees are expected to follow the policies, procedures, rules and guidelines of the Office of the Attorney General. I further understand that from time to time, it may be necessary to amend or change the policies, procedures, rules or guidelines contained in this Manual. The Attorney General reserves the right to modify, revoke, suspend, terminate or change any or all such policies, procedures, rules and guidelines, in whole or in part, at any time, with or without notice; except as required under any collective bargaining agreement.

I also understand that the language set forth in this Manual is not intended to create, nor is it to be construed to create, a contract of any kind between the Office of the Attorney General and any or all of its employees. I understand that my employment at the Office of the Attorney General is not for any definite period of time, is employment-at-will, and may be terminated by the Office of the Attorney General, for any reason not contrary to law, with or without cause, for unclassified employees, and for civil service and collective bargaining employees subject to the applicable state statutes and collective bargaining agreements. Any exceptions to the Office of the Attorney General employment policy must be in writing and must be signed by the respective Section Chief and the Director of Human Resources of the Office of the Attorney General.

I understand that, although this Manual is very thorough, it is impossible to describe every situation that may arise. Accordingly, I understand that the Office of the Attorney General will address each situation on a case-by-case basis.

I understand that it is my responsibility to ask my Section Chief or the Director of Human Resources if I have any questions concerning the policies, procedures, rules, or guidelines of the Office of the Attorney General.

Date: 02-25-05

Michael J. Trout  
Employee's Name (Please Print Legibly)

[Signature]  
Employee's Signature



STATE OF OHIO  
OFFICE OF THE ATTORNEY GENERAL  
JIM PETRO, ATTORNEY GENERAL

30 E. Broad St., 17th Fl.  
Columbus, OH 43215-3428  
Telephone: (614) 466-4320  
Facsimile: (614) 466-5087  
www.ag.state.oh.us

**EMPLOYEE ACKNOWLEDGEMENT**

I have received a copy of the following policy updates:

**Computer Usage Policy**

*Replaces Sections 6-6a and 6-6b*

**Internet / Intranet & E-mail Use & Abuse Policy**

*Replaces Sections 6-6c and 6-6d*

**Use of State Vehicles Policy**

*Replaces Section 6-4g*

**Office Hours & Alternative Start Times Policy**

*Replaces Section 3-2a*

**Professional Demeanor Policy**

*Replaces Section 3-1e*

**Breaks Policy**

*Replaces Section 3-2c*

**Weather Emergency Policy**

*Replaces the entire Section 3-11*

**Workers' Compensation Policy**

*Replaces Section 4-2g*

I have read and understand and agree to abide by all the provisions outlined in these policies and understand that these provisions overrule any prior personnel directives and policy statements produced by the Attorney General.

I understand that the Attorney General has the right to add, revise and/or update personnel policies and the Policies and Procedures Manual as deemed necessary without prior notice.

I understand and agree that nothing in these policies, in any way, creates an express or implied contract of employment between myself and the Attorney General's Office; except as required by a collective bargaining agreement.

I understand that it is my responsibility to ask my Senior Deputy Attorney General or the Director of Human Resources if I have any questions concerning the policies, procedures, rules or guidelines of the Office of the Attorney General.

Employee Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

RECEIVED

2005 **Statement Concerning Your Employment in a Job  
Not Covered by Social Security**

HUMAN RESOURCES  
ATTORNEY GENERAL'S  
OFFICE

Employee Name

Michael D. Trout

Employee ID #

[REDACTED]

Employer Name

AGO / HEALTH CARE FUND

Employer ID#

055-000-064

Your earnings from this job are not covered under Social Security. When you retire, or if you become disabled, you may receive a pension based on earnings from this job. If you do, and you are also entitled to a benefit from Social Security based on either your own work or the work of your husband or wife, or former husband or wife, your pension may affect the amount of the Social Security benefit you receive. Your Medicare benefits, however, will not be affected. Under the Social Security law, there are two ways your Social Security benefit amount may be affected.

**Windfall Elimination Provision**

Under the Windfall Elimination Provision, your Social Security retirement or disability benefit is figured using a modified formula when you are also entitled to a pension from a job where you did not pay Social Security tax. As a result, you will receive a lower Social Security benefit than if you were not entitled to a pension from this job. For example, if you are age 62 in 2005, the maximum monthly reduction in your Social Security benefit as a result of this provision is \$313.50. This amount is updated annually. This provision reduces, but does not totally eliminate, your Social Security benefit. For additional information, please refer to the Social Security publication, "Windfall Elimination Provision."

**Government Pension Offset Provision**

Under the Government Pension Offset Provision, any Social Security spouse or widow(er) benefit to which you become entitled will be offset if you also receive a Federal, State or local government pension based on work where you did not pay Social Security tax. The offset reduces the amount of your Social Security spouse or widow(er) benefit by two-thirds of the amount of your pension.

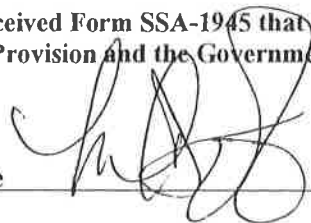
For example, if you get a monthly pension of \$600 based on earnings that are not covered under Social Security, two-thirds of that amount, \$400, is used to offset your Social Security spouse or widow(er) benefit. If you are eligible for a \$500 widow(er) benefit, you will receive \$100 per month from Social Security,  $\$500 - \$400 = \$100$ . Even if your pension is high enough to totally offset your spouse or widow(er) Social Security benefit, you are still eligible for Medicare at age 65. For additional information, please refer to the Social Security publication, "Government Pension Offset."

**For More Information**

Social Security publications and additional information, including information about exceptions to each provision, are available at [www.socialsecurity.gov](http://www.socialsecurity.gov). You may also call toll free 1-800-772-1213, or, for the deaf or hard of hearing, call the TTY number 1-800-325-0778, or contact your local Social Security office.

**I certify that I have received Form SSA-1945 that contains information about the possible effects of the Windfall Elimination Provision and the Government Pension Offset Provision on my potential future Social Security benefits.**

Signature of Employee



Date

02-22-05

ATTORNEY GENERAL OF OHIO  
HUMAN RESOURCES OFFICE INFORMATION

Name:  
Local Address:

MICHAEL D. TROUT

Phone:

Permanent Address:  
(if different)  
Phone:

Date of Birth:

JANUARY 3, 1972

Spouse's Name:

EDUCATION

High School: ALEXANDER H.S. No. Years Completed: 12

Undergraduate College: SOCIOLOGY/CRIMINOLOGY - OHIO UNIVERSITY  
Degree: BA Major: SOCIOLOGY/CRIMINOLOGY Year Graduated: 1994  
If no degree, number of years completed:

Graduate College: OHIO UNIVERSITY  
Degree: MA Major: PUBLIC ADMINISTRATION Year Graduated: 2004  
If no degree, number of years completed:

Law School:  
Year Graduated: Year Admitted to Ohio Bar:

IN CASE OF EMERGENCY, PLEASE NOTIFY: (LIST TWO)

Name: Relationship: Phone:  
Name: Relationship: Phone:

PRIOR STATE OF OHIO SERVICE WITH:

Employer: OHIO UNIVERSITY  
Address: 135 SCOTT QUINN ATHENS, OH. 45701  
No. of Years Employed: 10 YRS 5 MOS From: 08-08-94 To: 02-21-05  
Retired yes ☒ no

Employer:  
Address:  
No. of Years Employed: From: To:  
Retired yes no



STATE OF OHIO  
OFFICE OF THE ATTORNEY GENERAL  
JIM PETRO, ATTORNEY GENERAL

30 E. Broad St.  
Columbus, OH 43215-3400  
Telephone: (614) 466-4320  
Facsimile: (614) 466-5087  
www.ag.state.oh.us

SECONDARY EMPLOYMENT INQUIRY

Name (please print): Michael D. Trout Section: Health Care Fraud

Home Address: [REDACTED]

Title and/or classification: MEDICARE SPECIAL AGENT Date: 02-22-05

Do you currently engage in any occupation, job, or employment other than your current position with the Attorney General's Office? (Do not include non-paid hobbies or volunteer work conducted after work hours.)

Yes X No           

If yes, please answer the following questions:

1. Give a brief description of the duties you perform for the Attorney General's Office:  
INVESTIGATIONS OF MEDICARE FRAUD.
2. What are your standard work hours for the Attorney General's Office:  
7AM - 4PM
3. Name of secondary employer (or if self-employed, please indicate):  
ATHENS POLICE DEPARTMENT
4. Position and duties performed for secondary employer:  
UNPAID RESERVE POLICE OFFICER
5. Number of hours worked each week and normal hours of duty at your secondary employer:  
~~8 HRS~~ A MONTH NONE
6. Are financially compensated or given anything of value in return for your secondary employment?  
Yes            No X

PLEASE RETURN THIS FORM TO THE HUMAN RESOURCES SECTION WITHIN FIVE (5) WORKING DAYS OF YOUR START DATE

RECEIVED  
FEB 22 2 11 PM '05  
OFFICE OF THE ATTORNEY GENERAL  
STATE OF OHIO

**PERSONNEL ACTION**  
STATE OF OHIO

ENCY DIVISION OR INSTITUTION  
FROM **ATTORNEY GENERAL**

UNIT OR OFFICE

24

TO

**HEALTH CARE FRAUD**

NAME LAST		FIRST		MI		DATE OF BIRTH				EDUCATION		
FROM	LAST	FIRST	MI	SEX	MO	DAY	YR	NO OF YEARS	DEGREE	MAJOR		
TO	<b>TROUT</b>	<b>MICHAEL</b>	<b>D</b>	<b>M</b>	<b>01</b>	<b>03</b>	<b>1972</b>	<b>18</b>	<b>MA</b>	<b>PUB ADMI</b>		

ADDRESS		STREET		CITY		STATE	ZIP CODE		COUNTY	
FROM										

TO					CITY	STATE	ZIP CODE		COUNTY	
						<b>OH</b>				

EFFECTIVE DATE			PAYROLL NUMBER		POSITION CONTROL NO		BARG UNIT	FLAG	SOCIAL SECURITY NUMBER		H Q COUNTY
MO	DAY	YR									

<b>02</b>	<b>22</b>	<b>2005</b>	TO	<b>055-000</b>	<b>4628.0</b>	<b>46</b>	<b>9</b>			<b>FRAN</b>
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CLASS TITLE				CLASS NO	RANGE	STEP	BASE RATE	LONG	SUPPL	SUPPL	TOTAL	STATUS
FROM												

<b>AL MEDICAID SPECIAL AGENT</b>				<b>26141</b>	<b>32</b>	<b>01</b>	<b>\$21.46</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$21.46</b>	<b>P</b>
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<b>APPOINTMENT</b> <input type="checkbox"/> 0 EMERGENCY ENDS _____ <input checked="" type="checkbox"/> 1 FULL TIME PERMANENT <input type="checkbox"/> 2 FULL TIME TEMPORARY ENDS _____ <input type="checkbox"/> 3 FULL TIME SEASONAL ENDS _____ <input type="checkbox"/> 4 PART TIME PERMANENT <input type="checkbox"/> 5 PART TIME TEMPORARY ENDS _____ <input type="checkbox"/> 6 PART TIME SEASONAL ENDS _____ <input type="checkbox"/> 7 INTERMITTENT <input type="checkbox"/> 8 FIXED TERM SALARIED ENDS _____ <input type="checkbox"/> 9 FIXED TERM PER DIEM <input type="checkbox"/> 10 APPT. DATE CORRECTED <input type="checkbox"/> 11 FULL TIME INTERIM INTERNAL <input type="checkbox"/> 12 FULL TIME INTERIM EXTERNAL <input type="checkbox"/> 13 PART TIME INTERIM INTERNAL <input type="checkbox"/> 14 PART TIME INTERIM EXTERNAL <input type="checkbox"/> 16 UNIT 11, 12 FULL TIME INTERIM <input type="checkbox"/> 17 ESTABLISHED TERM REGULAR <input type="checkbox"/> 18 ESTABLISHED TERM IRREGULAR <input type="checkbox"/> 20 FULL TIME DISASTER RELIEF <input type="checkbox"/> 21 PART TIME DISASTER RELIEF		<b>CHANGE</b> <input type="checkbox"/> 1 PROMOTION <input type="checkbox"/> 2 DEMOTION <input type="checkbox"/> 3 LATERAL CLASS CHANGE <input type="checkbox"/> 4 TRANSFER WITHIN AGENCY <input type="checkbox"/> 5 TRANSFER BETWEEN AGENCIES <input type="checkbox"/> 6 CIVIL SERVICE STATUS <input type="checkbox"/> 7 NAME <input type="checkbox"/> 8 APPOINTMENT CHANGE TO _____ <input type="checkbox"/> 9 DISPLACEMENT <input type="checkbox"/> 10 RATE <input type="checkbox"/> 11 REASSIGNMENT <input type="checkbox"/> 12 POSITION CHANGED <input type="checkbox"/> 19 TEMPORARY WORK LEVEL ENDS _____ CLASS _____ RATE _____ STEP _____ <input type="checkbox"/> 20 TEMP REASSIGN BY APPEAL DECISION <input type="checkbox"/> 22 CANCEL INTERIM <input type="checkbox"/> 23 SERVICE CHANGE <input type="checkbox"/> 26 SSN CORRECTION <input type="checkbox"/> 27 GRIEVANCE ADJUSTMENT <input type="checkbox"/> 30 H. Q. COUNTY CHANGE <input type="checkbox"/> OTHER - SEE REMARKS		<b>SEPARATION</b> <input type="checkbox"/> 1 RESIGNED - REGULAR _____ WRITTEN _____ ORAL <input type="checkbox"/> 2 RETIRED <input type="checkbox"/> 3 DISABILITY RETIREMENT <input type="checkbox"/> 4 DECEASED <input type="checkbox"/> 5 REMOVED <input type="checkbox"/> 6 PROBATIONARY REMOVAL <input type="checkbox"/> 7 LAID OFF <input type="checkbox"/> 8 UNCLASSIFIED TERMINATION <input type="checkbox"/> 9 OTHER (SEE REMARKS) <input type="checkbox"/> 10 CANCEL APPOINTMENT <input type="checkbox"/> 12 DISABILITY SEPARATION REINSTATE BY _____ <input type="checkbox"/> 13 INTERIM SEPARATION <input type="checkbox"/> 15 RESIGNED - NOT IN GOOD STANDING <input type="checkbox"/> 16 RESIGNED - NOT RECOMMENDED FOR REHIRE		<b>INTERRUPTION</b> <input type="checkbox"/> 1 MILITARY LEAVE ENDS _____ <input type="checkbox"/> 2 PERSONAL LEAVE ENDS _____ <input type="checkbox"/> 3 SUSPENSION ENDS _____ <input type="checkbox"/> 6 SEASONAL ENDS _____ <input type="checkbox"/> 7 EDUCATIONAL LEAVE ENDS _____ <input type="checkbox"/> 11 UNION LEAVE ENDS _____ <input type="checkbox"/> 12 END A17 _____ <input type="checkbox"/> 13 END A18 _____ <input type="checkbox"/> 14 LEAVE REDUCTION <input type="checkbox"/> 16 PENALTY FINE <input type="checkbox"/> 18 WORKING SUSPENSION <b>REINSTATEMENT</b> <input type="checkbox"/> 1 FROM SEPARATION <input type="checkbox"/> 2 FROM INTERRUPTION <input type="checkbox"/> 3 BY PERSONNEL BD. OF REVIEW <input type="checkbox"/> 4 BY COURT ORDER <input type="checkbox"/> 5 SEPARATION RESCINDED <input type="checkbox"/> 7 BY GRIEVANCE <input type="checkbox"/> 8 BY ARBITRATION AWARD <input type="checkbox"/> 9 REEMPLOYMENT FROM LAYOFF APPT. TYPE _____ <input type="checkbox"/> 10 RECALL FROM LAYOFF APPT. TYPE _____	
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DATE OF LAST PROMOTION	CERTIFICATION NO	DATE OF CONTINUOUS SERVICE	BUDGETED HOURS

REMARKS  
**GEN 4268 AND SUPPLEMENTAL AGREEMENT LETTER ATTACHED.**

<input type="checkbox"/> ALL ITEMS ON PRE-HIRE FORM HAVE BEEN COMPLETED APPROVAL OF APPOINTING AUTHORITY (SIGNATURE) DATE		<input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED SIGNATURE OF APPROVER DATE	
[Signature] 2/25/05		[Signature] 3/2/05	



Supplemental Employment Agreement

I, Michael D. Trent, do hereby agree that as a condition of my initial employment, satisfactory completion of my probationary period and continued employment with the state of Ohio, that if I am now or ever become subject to a lawful agreement or court order requiring me to pay child support, I will pay all monies required by such agreement or order in a timely fashion as provided in such agreement or order. In the event any arrearage exists at the time of my initial employment or occurs subsequently, I agree to satisfactorily liquidate such arrearage in accordance with any subsequent agreement or order.

  
Signature

02-22-05  
Date

RECEIVED

FEB 22 A 9:29

MINOR RESOURCES  
ATTORNEY GENERAL'S  
OFFICE

NC 11040



# Ohio Civil Service Application

for State and County Agencies

GEN-4268 (Revised 01/98)

The state of Ohio is an Equal Opportunity Employer and provider of ADA services.

Please submit one application per position or examination to the address indicated on the job posting or examination announcement. Copies are acceptable. Applications lacking sufficient information will be rejected. It is your responsibility to assure that your application is received or postmarked by the closing date, as required by the hiring agency. Please be sure to fill out both sides of this form. Also please note that this completed form will become a public record when submitted to a government agency.

If applying for a **VACANT POSITION**, fill in the information in the area below:

Job Title MEDICARE SPECIAL AGENT Position Control Number (PCN) 0408 072  
Agency HEALTH CARE FRAUD, COLUMBUS Deadline Date 08-26-04

If applying for a **CIVIL SERVICE EXAMINATION**, fill in the information in the area below. For civil service examinations, a résumé may *not* be used as a substitute for completing this application. Check the "Military Credit Claim" box to request Military Credit. **NOTE:** In order to claim U.S. military service credit on your examination score, you must submit a *copy* of your Honorable Separation from active duty or DD214 with this application, and be a current resident of the state of Ohio.

Exam Title \_\_\_\_\_ Exam No. \_\_\_\_\_

Deadline Date \_\_\_\_\_ ☐ Military Credit Claim

## SUMMARY OF QUALIFICATIONS

In the area below, describe briefly the experience, education, training and other factors that qualify you for the position or examination for which you are applying. Refer to the **Minimum Qualifications** and any **position-specific qualifications** posted for this position or examination. *Be sure to provide details of your background on the other side of this application.*

I CURRENTLY SERVE AS A POLICE OFFICER WITH THE OHIO UNIVERSITY POLICE DEPARTMENT. I CONDUCT DRUG INVESTIGATIONS ALONG WITH VARIOUS OTHER TYPES OF INVESTIGATIONS. I HAVE INVESTIGATED DOCTORS IN THE PAST. I ALSO SERVE AS A TRAINING OFFICER WITH OUR DEPARTMENT.

OFFICE  
TOWNLEY GENERAL  
HUMAN RESOURCES

10-21-07 12:07

DO NOT WRITE IN THIS SPACE - FOR INTERNAL USE ONLY

☐ APPROVED ☐ ANALYST ☐ DISAPPROVED ☐ EDUCATION ☐ EXPERIENCE ☐ LATE ☐ INCOMPLETE ☐ OTHER

## PERSONAL INFORMATION

Last Name TROUT First Name MICHAEL Middle Initial D.

Home Address \_\_\_\_\_

City \_\_\_\_\_ State OH Zip \_\_\_\_\_ County \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: (740) 593-1911

Social Security Number \_\_\_\_\_

The following information will be used only if it is directly related to the position or examination for which you are applying:

1. Are you willing and able to secure an Ohio Driver License, if a license is required? ☒ YES ☐ NO

2. If the position requires travel, can you supply your own transportation? ☒ YES ☐ NO

3. Have you ever been employed in the state or county service of Ohio? ☒ YES ☐ NO

If you are currently a State employee: Job Title POLICE OFFICER B.U. F.O.P.

4. Have you ever been convicted of a felony? ☐ YES ☒ NO

(A felony conviction may not automatically exclude you from consideration.)

If you answered "YES" to question #3 or #4, please explain fully, indicating by number the question to which you are responding. #3 CURRENTLY SERVE AS POLICE OFFICER WITH THE OHIO UNIV. POLICE DEPT.

## LICENSES, REGISTRATION, AND CERTIFICATES

Be sure to include any valid driver license or commercial driver license if required for the job title.

License/Certification Issued by	Field/Trade/Specialization	License/Certification Number	Expires
<u>OHIO DMV</u>	<u>DRIVER'S LICENSE</u>	<u>[REDACTED]</u>	<u>2005</u>
<u>OPOTA</u>	<u>PEACE OFFICER</u>		

## SOCIAL SECURITY NUMBER NOTICE

Social Security Numbers (SSNs) are used to match individuals with their application/examination file. Disclosure of your SSN is voluntary; however, a nine-digit number is necessary to process your application. Upon appointment and pursuant to Section 5101.312 of the Revised Code and certain other laws and regulations, a request for a SSN is mandatory. Your SSN may be used for purposes including but not limited to the following: Identification of obligors under child support orders, detection of welfare fraud, processing background checks and tax information or general employee identification.

## CERTIFICATION

I certify that the answers I have made to all of the questions in this application are true and complete to the best of my knowledge. I understand that if this application is not completed in entirety, it will not be processed and I will be automatically disqualified. I understand that I am responsible for the correctness of this application. I also understand that a background check may be required prior to employment, and that, in accordance with the Drug-Free Workplace Program, drug testing may be required. I waive all provisions of law forbidding colleges or universities which I attended, or past employers, from disclosing any information which they acquired relevant to my employment. I consent that they may disclose such information to the Human Resources Division, Department of Administrative Services, and/or the agency that holds the vacancy for which I am applying and to appropriate officials for recruitment purposes. I understand that any offer of employment is conditional upon proof of legal authorization to work in the United States as required by the Immigration Reform and Control Act.

APPLICANT SIGNATURE [Signature] DATE 08-15-04

## EXPERIENCE

In the areas below, please list your past work experience beginning with your most recent employment. Military experience and volunteer work may also be included as employment. **NOTE:** In order to be considered for employment, you must fill in the information below, accurately and completely. You may submit a résumé *in addition to* completing this section. If applying for a civil service examination, only the information provided below will be considered. A résumé may not be used.

If you need additional space, attach extra copies of this page.

Employer OHIO UNIVERSITY P.D. Phone (740) 593-7777 From 08/08/97  
 Address 135 SCOTT QUAD.  
 City ASHTON State OH Zip 45701  
 Reason for Leaving STILL EMPLOYED  
 Job Title POLICE OFFICER I Job Duties INVESTIGATE  
CRIMES, PAROLE, TRAIN OFFICERS,  
REPORT WRITING  
 To 08/08/97  
 Salary \$20.40  
 Supervisor's Name and Title LT. STEVE NOFTZ

Employer \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Reason for Leaving \_\_\_\_\_  
 Job Title \_\_\_\_\_ Job Duties \_\_\_\_\_  
 From \_\_\_\_\_  
 To \_\_\_\_\_  
 Salary \_\_\_\_\_  
 Supervisor's Name and Title \_\_\_\_\_

Employer \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Reason for Leaving \_\_\_\_\_  
 Job Title \_\_\_\_\_ Job Duties \_\_\_\_\_  
 From \_\_\_\_\_  
 To \_\_\_\_\_  
 Salary \_\_\_\_\_  
 Supervisor's Name and Title \_\_\_\_\_

Employer \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Reason for Leaving \_\_\_\_\_  
 Job Title \_\_\_\_\_ Job Duties \_\_\_\_\_  
 From \_\_\_\_\_  
 To \_\_\_\_\_  
 Salary \_\_\_\_\_  
 Supervisor's Name and Title \_\_\_\_\_

Employer \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Reason for Leaving \_\_\_\_\_  
 Job Title \_\_\_\_\_ Job Duties \_\_\_\_\_  
 From \_\_\_\_\_  
 To \_\_\_\_\_  
 Salary \_\_\_\_\_  
 Supervisor's Name and Title \_\_\_\_\_

## EDUCATION

High School Graduate? ☐ NO ☒ YES

Name and Location of High School (city and state) ALEXANDER HS ALBANY, OH

GED Certificate Number \_\_\_\_\_ GED Issued by \_\_\_\_\_

Are you currently attending school (for College Intern and Student Help positions)?

☒ NO ☐ YES Level: \_\_\_\_\_

## POST-HIGH SCHOOL EDUCATION

INCLUDING TECHNICAL SCHOOL, BUSINESS SCHOOL, PROFESSIONAL SCHOOL, COLLEGE AND UNIVERSITY

SCHOOL NAME AND LOCATION	MAJOR AREA(S) OF STUDY	TYPE OF DEGREE OR CERTIFICATION
<u>OHIO UNIVERSITY</u>	<u>PSYCHOLOGY</u>	<u>PEACE OFFICER CERT</u>
<u>OHIO UNIVERSITY</u>	<u>PUBLIC ADMIN.</u>	<u>MASTERS</u>

Please list below the specific course work areas at the high school level or beyond relevant to the position or examination for which you are applying. Also indicate the number of courses you have successfully completed in each area. **NOTE:** A transcript may not be substituted for this section, although you may be required to submit a transcript.

COURSE WORK AREA	NO. OF COURSES	COURSE WORK AREA	NO. OF COURSES
<u>VARIOUS</u> <u>COURSES</u>			

## TRAINING AND OTHER QUALIFICATIONS

(Do not include coursework already described above)

SUBJECT OR TITLE OF TRAINING	ORGANIZATION	LENGTH OF TRAINING
<u>REID INTERVIEW +</u>	<u>REID INSTITUTE</u>	<u>24 HRS</u>
<u>INTERROGATION</u>		
<u>NARCOTICS OFFICER</u>	<u>OLTS</u>	<u>40 HRS</u>
<u>POLICE CYCLIST INST.</u>	<u>I.P.M.B.A.</u>	<u>40 HRS</u>

List special equipment or machines you can operate:

POLICE CRUISER

List computer software in which you have skill, including word processing, spreadsheet, and database programs. Please indicate the name of the specific software:

LEADS, EXCEL, WORD, ACCESS

List special clerical skills, including typing and shorthand:

Typing Speed: 30

List any additional relevant skills you have:

January 11, 2005

Jim Petro, Attorney General  
State of Ohio  
Office of the Attorney General  
30 E. Broad St.  
Columbus, OH 43215

Dear Jim Petro, Attorney General:

This letter is a formal acceptance of the offer of employment with the Attorney General's Office as a Medicaid Special Agent for the Health Care Fraud Section with the Criminal Justice Division. I agree to the annual salary of \$44,636.80 plus benefits for the position. I understand and accept the conditions of employment. I look forward to joining the Criminal Justice Division of the Ohio Attorney General's Office.

Sincerely,

A handwritten signature in dark ink, appearing to read "Michael D. Trout", written over a light gray circular background.

Michael D. Trout



STATE OF OHIO  
OFFICE OF THE ATTORNEY GENERAL  
JIM PETRO, ATTORNEY GENERAL

30 E. Broad St.  
Columbus, OH 43215-3400  
Telephone: (614) 466-4320  
Facsimile: (614) 466-5087  
www.ag.state.oh.us

January 6, 2005

Mr. Michael D. Trout

Dear Mr. Trout:

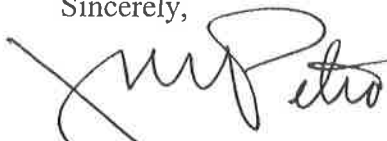
This letter is a formal offer to you to join the Attorney General's Office as a Medicaid Special Agent for the Health Care Fraud Section with the Criminal Justice Division. The annual salary for this position is \$44,636.80 plus benefits.

As part of the employment process, a background and polygraph check is conducted. Please complete, notarize and return the enclosed Background Information form as soon as possible. While we do not anticipate any problems, if the background check discloses any irregularities or issues, we will not be able to continue our offer for your employment with the Attorney General's Office. Please complete and return to our Human Resources Department, 30 E. Broad Street, 16<sup>th</sup> Floor, Columbus, Ohio 43215.

Please notify us in writing, within ten days, if you choose to accept this position and that you understand and accept the conditions of employment.

Once again, thank you for your interest in the Attorney General's Office. I look forward to hearing from you and having you on board with our Criminal Justice Division. If you have any questions, please feel free to contact Chris Kuhlke, in our Human Resources Department at (614) 466-8911.

Sincerely,



Jim Petro  
Attorney General

Enclosures

cc: Mr. J. Canepa, Chief Deputy Attorney General  
Mr. J. Guthrie, Senior Deputy Attorney General



# OHIO PEACE OFFICER TRAINING COMMISSION & THE OFFICE OF THE ATTORNEY GENERAL

This is to certify that

**Michael D. Trout**

has successfully completed the advanced training course

**03-430-12-01: Electronic Surveillance**

at the Ohio Peace Officer Training Academy given

**January 30 - 31, 2012**

Mike DeWine  
Attorney General

Vernon P. Stanforth, Chairperson  
Ohio Peace Officer Training Commission

Robert A. Fiatal, Executive Director  
Ohio Peace Officer Training Commission